



## Job Description

<b>Job Title</b>	Nursery Midday Assistant
<b>Grade</b>	Scale 2
<b>Reports to</b>	Senior Midday Assistant, Nursery Assistants, Nursery Manager, Headteacher
<b>Responsible for</b>	Not Applicable
<b>Liaison with</b>	Pupils, Senior Midday Assistant, Headteacher, Teaching staff Catering and Caretaking Staff
<b>Job Purpose</b>	To support the care, wellbeing, and supervision of nursery-aged children during the lunchtime period, ensuring a safe, positive, and nurturing environment. This includes assisting with meals, promoting good behaviour, encouraging play, and providing basic first aid as needed.
<b>Principal Accountabilities</b>	To be responsible for supporting children during the lunchtime period by assisting with meals, encouraging positive behaviour, and supervising play activities. The role also involves providing basic first aid, promoting pupil wellbeing, and reporting any concerns to senior staff to ensure a safe, caring, and orderly environment.
<b>Duties</b>	<p><b>Meal Support</b></p> <ul style="list-style-type: none"> <li>To assist children in selecting their meal and ensure they are seated appropriately in the dining hall or sandwich room.</li> <li>To support children with eating their meals, where necessary.</li> <li>To clear tables when meals are finished and clear up any spills or mess.</li> </ul> <p><b>Pupil Support and Interaction</b></p> <ul style="list-style-type: none"> <li>To provide pastoral care, guidance and everyday advice to pupils as needed.</li> </ul> <p><b>Behaviour and Supervision</b></p> <ul style="list-style-type: none"> <li>To apply appropriate sanctions, in line with school policy, to help maintain good order and discipline.</li> </ul> <p><b>Health and First Aid</b></p> <ul style="list-style-type: none"> <li>To administer basic first aid as required.</li> <li>To keep accurate daily records of first aid administered, behaviour incidents, and any disciplinary actions taken.</li> </ul> <p><b>Play and Engagement</b></p> <ul style="list-style-type: none"> <li>Lead and support suitable games and activities with the children, where appropriate.</li> <li>To encourage inclusive, safe, and cooperative play during lunchtime.</li> </ul> <p><b>Communication and Reporting</b></p> <ul style="list-style-type: none"> <li>To report any concerns about individual children or groups of children to the Senior Midday Assistant or Head Teacher promptly.</li> <li>To maintain confidentiality and follow the school's safeguarding procedure at all times.</li> </ul>

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Attend relevant training and take personal responsibility for own CPD.</li> <li>• Attend relevant school meetings as required.</li> <li>• Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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