

Nazeing Primary School

Job Description

MIDDAY ASSISTANT

Responsible to: Headteacher

Purpose of the job: Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

Duties and Responsibilities:

- To maintain the safety, welfare and good conduct of the pupils during the midday break.
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall.
- To assist children with eating their meal if applicable.
- To clear tables when meals are finished and clear up any associated spillages.
- To enforce the necessary sanctions for maintaining good order.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant record that may be needed.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- To alert the Headteacher of any concerns regarding an individual child or group of children.

- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.