



**ALEXANDRA PARK PRIMARY SCHOOL
MIDDAY JOB DESCRIPTION**

POST TITLE

MID-DAY ASSISTANT

POST REPORTS TO:

HEADTEACHER / SENIOR LEADERSHIP TEAM

POST RESPONSIBLE FOR:

The postholder has no responsibility for staff.

MAIN PURPOSE OF THE JOB:

To be responsible to the Headteacher, or the Senior Leadership Team under the overall authority of the Headteacher, for the supervision of pupils during the lunchbreak.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

1. To develop positive relationships with the children and help create a happy atmosphere at lunchtimes by leading and participating in play activities.
2. To supervise hand-washing.
3. To supervise children waiting for their lunch.
4. To escort children to the dining halls safely and quietly.
5. To encourage very young children to eat their food.
6. To assist in the children's development of good table manners.
7. To ensure that the flow of children in the immediate vicinity of the dining area is orderly and safe.
8. To supervise children in playground, cloakroom, toilets, etc.
9. To assist with occurrences arising until school recommences for the afternoon session, eg, first aid in accident cases, sickness etc.

10. To perform associated ancillary duties (eg, cleaning up spillages, ensuring tables are clean, etc.) to a high standard.
11. To attend training as required.
12. To carry out such other related duties as required.