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| **Job Outline** |
| Job title: | Midday Assistant |
| Responsible to: | Head teacher / Head of School |
| Job purpose: | Responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities. |
| Main Responsibilities* Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
* Support the supervision of eating lunch and supervision of children playing during the lunch period.
* Ensures application of the school policies during this period referring anything needed to the designated teacher.
* Managing indoor activities (when the weather prevents children playing outside) and overseeing the dining arrangements (including the hygiene of pupils and the cleanliness of the dining area). This will include toileting, hand washing, cleaning spillages, wiping tables, brushing and mopping the floor, and insisting on (and modelling) good table manners.
* To administer basic first aid where appropriately trained.  This may include recording minor accidents and ensuring the relevant staff are informed; ensuring that more serious incidents are brought to the attention of the Head teacher / Head of School or a more qualified First Aider.
* To engage in activities and promote safe, active play – with inside the school and outside on the playground.
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Notwithstanding the detail in this job description, in accordance with the School’s/Trust Flexibility Policy the job holder will undertake such work as may be determined by the Head/CEO/Local Education Committee from time to time, up to or at a level consistent with the Main Responsibilities of the job.

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| **Personal Attributes required****(on the basis of the job outline)** | **Essential (E)****or****Desirable (D)** |
| **Qualifications** |  |
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| * Previous experience of working with children.
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| **Knowledge/skills/abilities** |  |
| * Able to relate well to children, teachers, colleagues, visitors etc.
* Understanding and acceptance of the school’s policies and guidelines.
* Clear and appropriate communication skills
* Ability to use initiative
* Ability to maintain confidentiality relating to all school matters
* Ability to work under pressure
* Willingness to be involved with devising new games and interest for the children during lunch times
* Ability to provide a written and verbal report of incidents.
* Interested and motivated towards the job.
* Ability to keep records and undertake necessary administration
* Ability to work as part of a team
* Good communication skills (oral and written)
* Basic knowledge of First Aid
* Flexible attitude to work
* Knowledge of safeguarding requirements
* Commitment to health and safety
* Commitment to equality
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