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**Chesnut Lodge School**

**JOB DESCRIPTION**

**POST TITLE: Midday Assistant**

**GRADE: HBC 1 - 7.5 hours per week 11.30 – 13.00 (Infants and Nursery)**

**REPORTS TO: Headteacher & SLT**

**MAIN PURPOSE: To care for children during lunchtime break. They will work with a team of Midday Assistants and school staff in the dining area and playground.**

**JOB PROFILE**

**KEY DUTIES AND RESPONSIBILITIES:**

1. Supervise the welfare, comfort, security and good conduct of children during the midday break enforcing the expected standards of school discipline.
2. Oversee the dining arrangements, including the hygiene of pupils and the preparation and clearing of the dining area. This will include toileting, hand washing, cleaning spillages, clearing wipes, assisting with feeding and teeth brushing, insisting on and modelling good table manners.
3. Promote inclusion and acceptance of all pupils.
4. Actively engage pupils in games and activities.
5. Promote a positive ethos and role model positive attributes, self-esteem and independence.
6. Provide pastoral support to pupils.
7. Administer basic first aid where appropriately trained. This may include recoding minor accidents and ensuring that relevant staff are informed and ensuring that more serious incidents are brought to the attention of the First Aider.
8. Work as part of a team, appreciating and supporting the role of other people in the team.
9. Undertake personal development through training and other learning activities.
10. Attend and participate in meetings as required.
11. Be aware of and comply with policies and procedure relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. Be aware and support difference, by helping to ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, religious and ethnic background.

Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

***NB: Mobile phones must not be used during working hours.***

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment.**