Midday Assistant Job Description

Job Purpose: To work under the instruction/guidance of the midday supervisor/senior staff to undertake work, which enable pupils to enjoy a positive lunchtime experience in a safe environment. This work may be carried out inside or outside of the school building.

Main responsibilities and duties

1. Support for pupils

1.1 Ensure the safety of pupils at all times.

1.2 Where necessary, assist with setting up the dining hall tables and chairs in preparation for lunch

1.3 Assist in setting up the outdoor area in preparation for children accessing engaging lunchtime activities

1.4 Distribute meals and drinks, where required.

1.5 Clear tables and collect rubbish, wash and stack away tables, chairs and clean the dining area as required.

1.6 Supervise children during different activities such as during their meal, in the playground, classroom, corridors and toilets.

1.7 Escort children safely around the school and between locations

1.8 Engage with children in lunchtime activities to support their personal development.

1.9 Facilitate children in resolving any issues during the lunch period and report any concerns to relevant staff members

2. Support for the school

2.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to develop.

2.3 Contribute to the overall ethos/work/aims of the school.

2.4 Attend and participate in relevant meetings as required.

2.5 Participate in training and other learning activities and performance development as required.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature: ………………………………………………………………………………………………………

Name: ……

Date: ……..