JOB DESCRIPTION
Mid-day Assistant

Full time – Term Time Only
Monday – Friday 1.5 hours a day

Main Purpose of the Post

➢ Supervise and secure the safety and welfare of students during lunch break
➢ Supervise the students in the Restaurant, Dr. John's and Deli areas along with corridors and school yard to reinforce acceptable behaviour in line with school behavior policies

Specific Responsibilities of the post Include:

➢ Supervise students in and out of the building, ensuring that their behaviour is of an acceptable standard
➢ Maintain discipline to ensure students line up in an orderly manner when waiting to access the catering facilities and whilst eating in the catering facilities
➢ Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students
➢ Encourage students to dispose of their litter in an appropriate manner to ensure catering and yard areas remain fit for purpose
➢ Pick litter to ensure the site remains tidy

Specific Responsibilities as a member of staff:

➢ Be punctual for duty
➢ Committed to team work within the School
➢ Be proactive in terms of furthering knowledge and skills
➢ Ensure that the safety and welfare of all students is given priority at all times
➢ Pay due regard to Health & Safety in respect of all members of the School and report matters which compromise this to the Buildings Manager
➢ Ensure all duties and services provided are in accordance with GDPR
➢ Support the ethos of the School at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
➢ Ensure that all School policies are implemented as appropriate
➢ Attend all meetings as directed

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the School. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

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Signed (Line Manager)

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Date

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