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**St George’s Primary School**

**Midday Assistant**

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| Job Title | **Midday Assistant**  |
| Required by | **ASAP** |
| Reports to | **Mrs Dicastiglione** |
| Hours of work | **6.25** |
| Salary | **Band B** |
| Closing date | **Friday 3rd October 2025** |
| Interview’s commencing | **Wednesday 8th October 2025** |

**Key Role at St George’s**

The duties of a Midday assistant are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the senior midday supervisor. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the headteacher.

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| **Key Responsibilities** |
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| To organise and supervise the washing of hands and hygiene of infant/junior pupils. |
| Organisation of the entry of the pupils into the dining room. |
| General supervision of pupils during the service of meals. |
| To maintain adequate standards of table manners and eating habits. |
| To assist with the cutting of meat and other food items for infant pupils. |
| To organise and supervise the pupils during exit from the dining hall following the clearance of tables. |
| Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by headteacher/senior midday assistant. |
| To provide emergency treatment for accidents and to record such treatment. |
| To report all accidents/illnesses to the senior midday assistant. |
| To inform the senior midday assistant if a pupil is to remain indoors. |
| To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school's health and safety policy. |
| The organisation and management of large numbers of pupils. |
| To maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti-bullying policies. |
| To wear a name badge in order to promote courteous and polite behaviour at all times. |
| To ensure that local authority policies on equality are adhered to by not differentiating between children on grounds of gender, race or disability. |
| To promote adherence to the school's code of conduct. |
| To report any matters involving child protection immediately to the headteacher. |
| To undergo training as required. |
| Such other duties as may be required by the headteacher or senior midday supervisor |

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| **Essential Considerations When Working at St George’s** |
| To promote the ethos and mission of St George’s to be a school that ***Nurtures our community through opportunities, innovation and love*** |
| To ensure that we practice effective safeguarding procedures and keep our training up to date with an awareness of latest guidance published by Keeping Children Safe in Education (KCSiE) |
| Ensure that we always promote inclusion and equality in our actions and professional duties |
| Ensure that our actions and execution of our professional duties promote British values of:* Democracy
* Liberty
* Rule of Law
* Mutual respect
* Celebration of different cultures and religions
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| * Support and engage with the school’s ‘Living Well Strategy’
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| * Ensure that you follow all relevant staff conduct policies
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| **Safeguarding** |
| Support school’s safeguarding culture and prioritise safety and well being of children in our care at all times |
| Value and respect the views and needs of children and young people |
| Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people |
| Display commitment to the protection and safeguarding of children and young people |
| Work within organisational policies and procedures for safeguarding. Includes guidance from Wirral  |
| Ensure that you report any concerns including those regarding staff members to designated staff or in the case of the head teacher to the Chair of Governors |
| Ensure that annual training is updated |
| **General** |
| Adhere to all school policies and procedures, particularly those in relation to:* Safeguarding
* Equality and Inclusion
* Personnel and Human Resources
* Health and Safety
* Data Protection (UK GDPR)
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| Participate in any performance-related appraisal arrangements made by the school |
| Take responsibility for completing CPD and maintaining professional knowledge, skills and understanding |
| Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism |
| Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support |
| Ensure that all absences are reported following school’s absence reporting policies |

All candidates must be aware of the safeguarding nature of this work.

The school is committed to safeguarding the welfare of children and expects all staff to share this commitment.

This post is subject to an enhanced DBS check and satisfactory references.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

The successful candidates will receive a full induction for their role including safeguarding awareness and practice.

Our school promotes well-being in all staff and has committed to reducing workload.

We encourage staff to join trade associations (unions) and welcome positive input and feedback from trade associations.

**In line with Keeping Children Safe in Education, we will undertake general online searches for all shortlisted candidates, this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and You Tube. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.**

For further information about Safer Recruitment procedures please refer to the school’s website:

<https://www.stgeorges.wirral.sch.uk/page/safeguarding-at-st-georges/36170> and Wirral Council’s Child Protection Procedures; <https://www.wirralsafeguarding.co.uk/procedures/>.

We also have a working with us page that explains the expectations and support for staff employed at St George’s:

<https://www.stgeorges.wirral.sch.uk/page/working-at-st-georges/132493>

**Personal Specification**

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|  | **Essential Attributes** | **Desirable Attributes** |
| **Qualifications**  | * Experience of supervising children either as a parent or carer.
* Good standard of literacy and numeracy.
 | * To undergo First Aid training and record incidents on school system.
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| **Experience** | * Working with adults/children.
 | * Prior experience of supervising children within a school or voluntary sector setting would be an advantage.
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| **Knowledge and Skills** | * Ability to work using own initiative.
* Punctuality.
* Courteousness.
* Supervise lunchtime to maintain the health, safety, welfare, behaviour, and safeguarding of all pupils.
* Ability to remain calm under pressure.
* Loyal and dependable.
 | * Ability to work within a team.
* Listening skills.
* Flexibility.
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| **Special Requirement** | * Police clearance to be completed.
 | * Ability to liaise and co-operate with Senior Supervisor and colleagues.
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Verified by - 