# JOB DESCRIPTION

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| **JOB TITLE** | **MIDDAY ASSISTANT** |  |

**BASIC JOB PURPOSE**

The Job Holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

**MAIN RESPONSIBILITIES**

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|  | MAIN RESPONSIBILITIES |
| 1. | Ensures the safety of students during the lunchtime period; taking into account student ages and behaviour. |
| 2. | Arranges age-appropriate activities for students during inclement weather. |
| 3. | Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999. |
| 4. | Performs basic cleaning of tables and tidying in the canteen or food area |

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| Notwithstanding the detail in this job description, in accordance with the School’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job and in any location within the school site/s.All staff are expected to maintain high standards of student/customer care in the context of the School’s core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.All staff are expected to maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs. |

Signed……………………………………………………………Dated ……………………………………………

Name (Please print) ……………………………………………………………………………………………………………………….

**Review arrangements**

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the trust in relation to the post holder’s professional responsibilities and duties.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see <https://unlock.org.uk?advice/what-will-be-filteredby-dbs/.>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust’s privacy statement.