



Job Description	
<b>Post Title:</b>	<b>Midday Assistant – Band B</b>
Purpose:	<ul style="list-style-type: none"><li>To supervise the pupils during the lunch break and sustaining the welfare and safety of the pupils during that break period as directed by the Head teacher/UP3 teacher/ Play Leader .</li><li>Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning.</li></ul>
Reporting to:	Headteacher / UP3 Teacher
Liaising with:	Headteacher / UP3 Teacher
Disclosure level:	Enhanced DBS
Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.
<b>Main Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"><li>Ensuring that the agreed school safeguarding procedures are followed with regard to the safety of the people on site and the security of the building.</li><li>To organise and supervise the washing of hands and hygiene of KS1 and KS2 children.</li><li>Organisation of the entry of pupils into the dining hall.</li><li>General supervision of children during the service of the meals.</li><li>To maintain adequate standards of table manners and eating habits.</li><li>To provide adequate training in the use of cutlery.</li><li>To assist with the cutting of meat and other food items for KS1 children.</li><li>To organise and supervise the children during the exit from the dining hall following the clearance of all tables.</li><li>Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by Lunchtime Play leader/UP3 teacher.</li><li>To provide emergency treatment for accidents if directed to do so by the Teaching Assistant in charge of First Aid</li><li>To carry out responsibilities under common law and the Health and Safety Act.</li><li>The organisation and management of large numbers of children.</li><li>To maintain discipline during the lunch break.</li><li>To undergo training as required.</li><li>Such other duties as may be required by the Headteacher.</li></ul>	
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.	



# St Andrew's CE (Aided) Primary School

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Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

St Andrews will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.