Job Description

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| Department | **Overchurch Infant School** | Division | **Casual Hours Contract** | |
| Designation of Post | **Casual Hours -Midday Assistant** | | **Grade**  **BAND B** | **SCP -Pt 3, £13.2094 hour** |
| Responsible To | **Headteacher, Senior Midday Assistant** | | | |
| **Job Purpose**  To act as a member of the wider lunch-time support team; supervising pupils during the lunch break period and to ensure the welfare and the safety of those pupils at all times; as directed by members of the Senior Management Team and senior Midday Supervisor.  **Key Tasks**   1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs. 2. Report incidents in line with school policy. 3. To organise and supervise the washing of hands and hygiene of infant pupils. 4. Organisation of the entry of pupils into the dining room. 5. To assist with the cutting up of meat and other food items for infant pupils. 6. To provide emergency treatment for accidents and to record such treatment using the relevant school systems. 7. The organisation and management of a large number of pupils. 8. To supervise classes of children inside school during wet lunchtimes. 9. To maintain discipline during the lunch break and to promote adherence to the School Behaviour and Anti Bullying Policies. 10. To ensure that Local Authority Policies on Equality are adhered to. 11. To promote adherence to the School’s Codes of Conduct. 12. To report any matters involving Child Protection& Safeguarding immediately to the Designated Safeguarding Lead. 13. To undergo training as required. 14. To perform other duties considered reasonable that are commensurate with the grading and designation of the post.   **Individuals in this role may also undertake some or all of the following:**   1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment. 2. Encourage pupils to select and eat healthy balanced meals 3. Clean up spillages of food or liquid during meal service 4. Wipe down tables and clean dining areas between meals   **NOTE:**  This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.  It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.  Elements of this job description and changes to it may be amended in light of organisational and service requirements. | | | | |
| Issued by: J Doyle / School Business Manager  Date: 08/10/2025 | | | | |
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