



Job description: Midday Assistant

Job details

Grade: Grade 2 (Points 2 - 3)

Salary: Part-time £3,360 to £3,468 (FTE £28,221 to £28,617)
(dependent on local government qualifying service)

Location: Drapers' Brookside Infant & Junior Schools

Contract: Permanent

Working Pattern: Part-time / Term Time (38 weeks)

Hours: 5 hours per week

DBS: Enhanced

Closing date: 5th January 2026

Main purpose

Working as a member of the Midday Team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the Midday Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The Midday Team are also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use in the afternoon.

Responsibilities And Role

- Work as part of the MDA Team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work to ensure all children have access to exciting age-appropriate play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the Site Manager, and MDA Team members to ensure that all children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicate/implement any changes required.
- Assist with putting out and packing away of play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Coordinate and communicate with the MDA Team and the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.

- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating, hygiene and social skills.
- Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Clean, pack down and store all dining hall furniture at the end of lunch.
- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- To complete school-based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

Knowledge, experience and training

- Previous experience of play work or working with children highly desirable
- Previous first aid experience desirable (basic First Aid training will be provided)
- Literacy and numeracy: Ability to follow written guidance and procedures
- Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff
- Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

Skills and personal attributes:

- Enjoy working with young people (all ages in the primary school range 4 – 11 years).
- Positive and supportive attitude towards young people of all ages, abilities and backgrounds.
- Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 6 (11 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.
- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things and work outside comfort zone.

General

- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

Additional duties

- Comply with the Trust Code of Conduct, and all policies and procedures of the Trust and the schools, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

Person specification

CRITERIA	QUALITIES	
Qualifications and training	<ul style="list-style-type: none">• Paediatric First Aid qualification	D
Experience	<ul style="list-style-type: none">• Experience of working in primary schools	D
Skills and knowledge	<ul style="list-style-type: none">• Ability to build effective working relationships with staff and other stakeholders• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Effective communication and interpersonal skills	D D D D
Personal qualities	<ul style="list-style-type: none">• Commitment to getting the best outcomes for all pupils• Uphold and promote the ethos and values of the school• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times	D D D D