

Parkroyal Community School

Job Description: Midday Assistant

Employment details

Job title:	Midday Assistant
Reports to (job title):	School Business Manager
Type of position:	Support Staff, Temporary to 17.07.26
Hours of work:	12pm - 1.30pm, Mon - Fri, term-time only
Level and scale point:	Grade 2

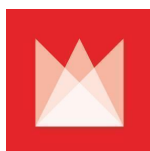
Job Purpose

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

Areas of responsibility:

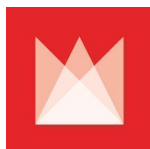
MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
<ul style="list-style-type: none"> Arranges age-appropriate activities for pupils during inclement weather.
<ul style="list-style-type: none"> Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.
<ul style="list-style-type: none"> 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.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.



Person Description: Midday Assistant

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> First Aid Qualification
Experience	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Previous experience as a Midday Assistant or working with children
Knowledge and skills	<ul style="list-style-type: none"> Willing to undertake job related training including a First Aid qualification, Safeguarding and Data Protection training. 	<ul style="list-style-type: none"> Have an awareness of policies and procedures relating to working in a school Be able to contribute to the wider school community and activities
Personal qualities	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> Able to work with children in a calm manner Able to communicate effectively. Flexible and positive towards change. Friendly with a sense of humour and positive attitude. Willing to work as part of a team. Reliable and organised. Able to organise appropriate play activities in and out of doors Able to use their own initiative Approachable and self-motivated. Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. Able to maintain a high level of confidentiality and discretion at all times. 	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p>Aspiration</p> <ul style="list-style-type: none"> Inclusive and respectful to all our colleagues Keen to keep developing and receptive to change Reflective and learn from mistakes <p>Believe</p> <ul style="list-style-type: none"> Passionate and have a positive outlook Confident to share their opinions and ideas and value those of others Solution focused <p>Community</p> <ul style="list-style-type: none"> Considerate of all Welcoming Adaptable Understanding of the needs of the wider community



- Look after our own and each other's well being

All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Application forms can be found on our website at www.parkroyalcs.org/staff-vacancies

Completed application forms should be returned by email to sbm@parkroyalcs.org

Closing date for applications is Monday 26th January 2026.