



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. Arranges age-appropriate activities for pupils during inclement weather. Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable. 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.