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| Job Description: Midday Assistant |

**Employment details**

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| Job title: | **Midday Assistant** |
| Reports to (job title): | **Senior Leadership Team** |
| Type of position: | **Permanent** |
| Hours of work: | **5 hours per week. 12:00 – 13:00pm**  **Term time only plus inset.** |
| 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:**

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| **MAIN RESPONSIBLITIES** |
| * 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.

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| Person Description: Midday Assistant |

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|  | **Essential** | **Desirable** |
| **Qualifications and training** |  | * First Aid Qualification |
| **Experience** |  | * Previous experience as a Midday Assistant or working with children |
| **Knowledge and skills** | * Willing to undertake job related training including a First Aid qualification, Safeguarding and Data Protection training. | * 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** | The successful candidate will be:   * 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. | The successful candidate will be able to meet the attributes of the Trusts Values:  **Aspiration**   * Inclusive and respectful to all our colleagues * Keen to keep developing and receptive to change * Reflective and learn from mistakes   **Believe**   * Passionate and have a positive outlook * Confident to share their opinions and ideas and value those of others * Solution focused   **Community**   * 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