

|  |
| --- |
| Job Description: Midday Assistant |

**Employment details**

|  |  |
| --- | --- |
| 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:**

|  |
| --- |
| **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.

|  |
| --- |
| Person Description: Midday Assistant |

|  |  |  |
| --- | --- | --- |
|  | **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