

OLDHAM COUNCIL

JOB DESCRIPTION

JOB TITLE	MID-DAY –		
DEPARTMENT	People, Communities & Society – CYPF	SCHOOL	
GRADE		JE CODE	

JOB PURPOSE

To ensure the safety, welfare and good conduct of pupils during the midday break

KEY TASKS

1. To supervise pupils in the dining hall, playground, toilets, classrooms and school premises.
2. To clean all spillages (which could include bodily fluids) and ensure that the tables are clean during meal times. To assist with the setting up of tables and/or putting away of tables, if required.
3. To ensure that the dining hall is empty before leaving to supervise in the playground.
4. To ensure good order and discipline is maintained throughout the lunchtime.
5. To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating.
6. To assist generally with occurrences such as first aid and sickness and administering where necessary etc. reporting and recording accidents as required through the associated health & safety procedures.
7. To ensure pupils are encouraged to develop healthy eating habits and good manners.
8. To ensure pupils are encouraged to play appropriately and cooperatively, which could include some educational play activities.
9. To supervise pupils in classrooms during “wet play” providing activities and organising games as appropriate that will keep children calm.
10. To be aware of the school’s Behaviour Policy ensuring it is implemented during lunch break.
11. To ensure no child is removed/leaves the school premises without having the appropriate permissions from the Headteacher/Class teacher.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings, Health and Safety training and Safeguarding training as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff and visitors to the school.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Headteacher

Responsible for: Supervision and First Aid at lunchtimes

SPECIAL CONDITIONS

DBS Disclosure Required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			

PERSON SPECIFICATION

Job Title: MID DAY –

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	First aid certificate	Paediatric First Aid/ willing to undertake qualification/training	AF
Experience	Experience of working with, or volunteering to work with children, in an educational play setting		AF / I AF / I
Skills & Abilities	Ability to work under supervision and as a member of a team Interpersonal skills to communicate well with children, commanding their attention as appropriate and communicate with all members of staff Ability to work in accordance with the school's health and safety policies Ability to work on own initiative within school guidelines Organisational skills to manage time appropriately		AF / I AF / I AF / I AF / I AF / I
Knowledge	Some knowledge of children's games and activities Knowledge of first aid and reporting accidents		AF / I AF / I

	Understanding of safeguarding and recognising of the importance of ensuring a secure and safe environment		AF / I
	Understanding of confidentiality and why this is important in a school		AF / I
Work circumstances	To be able to undertake further training as required		I

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview