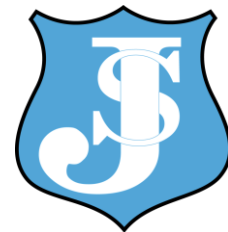


St. John's C.E. Primary School
'High standards – through a caring community'



Job Description - Midday Assistant

Post reports to

Headteacher

Main purpose of the job

To be responsible to members of the Senior Leadership Team, or the Midday Supervisor under the overall authority of the Headteacher, for the supervision of pupils during the lunch break.

Summary of Responsibilities and Personal Duties**Key Areas**

1. Supervise hand washing.
2. To effectively support the school's policies and practices for behaviour and anti-bullying
3. Supervision of children whilst eating lunch.
4. Escorting children to a dining centre in instances where a journey is involved.
5. Encouragement of the very young children to consume their food.
6. To assist in the development of good table manners.
7. Ensure that the flow of children in the immediate vicinity of the dining area is made in an orderly fashion.
8. Supervision of children in playground, cloakroom, toilets, etc.
9. Encouragement of children to participate in a range of activities.
10. To assist generally with occurrences arising until school recommences for the afternoon session, i.e. first aid in accident cases, sickness etc.
11. Ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean, etc.)
12. To promote and support the school's safeguarding policies and practices including first aid.
13. Such other related duties required.

Job description agreed correct by:

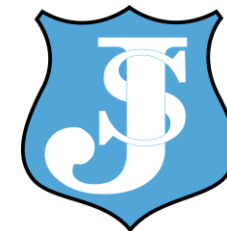
Postholder: _____

Date _____

Supervisor: _____

Date _____

St. John's C.E. Primary School
'High standards – through a caring community'



Person Specification: Midday Assistant Scale 1

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • Experience of caring for children. • Fully committed to inclusion. • Ability to build effective relationships with children, parents and colleagues. 	<ul style="list-style-type: none"> • Experience of working with children • Working as part of a team 	Application form/Interview
Education and Training	<ul style="list-style-type: none"> • Commitment to own continued professional development • Good level of literacy and numeracy (GCSE Grade C or above) 	<ul style="list-style-type: none"> • First Aid Certificate • Child care training/qualifications 	Application form/Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to communicate with pupils, staff and other professionals. • Awareness of children with differing ability and needs. • Ability to support school's behaviour management strategies. 		Application form/Interview
Additional Factors	<ul style="list-style-type: none"> • Ability to work as part of a team whilst using own initiative to support lunchtime provision and have a degree of flexibility. • Lively, enthusiastic and caring. • Good attendance record. • Understand basic procedures to ensure the appropriate safeguarding of children. 		Interview