



Job Description – Midday Assistant

Job Title: Midday Assistant

Reporting to: School Business Manager (SBM), Lunchtime Organiser

Purpose of role: To supervise the children and care for their wellbeing during the lunchtime break

Duties and responsibilities:

- Support the caring ethos of the School
- Maintain the safety, welfare and behaviour of the pupils during the midday break by applying the School's Regulation Policy
- To provide pastoral care, guidance and routine advice to pupils as appropriate
- Assist children in selecting their meal and sitting appropriately whilst eating
- Assist children with the social conventions associated with eating their meal e.g. instruction in the correct use of cutlery and good manners
- Clear and wipe down tables when meals are finished, and clear up any associated residual food and drink
- Attend to the children's welfare i.e. administer basic first aid (once trained) and/or clean pupils after spillages as required
- Build positive relationships with the children, being involved in their play and adding to their enjoyment of their lunch break
- Lead games and play activities with the children
- Keep daily records of first aid administered (to be recorded on an online portal), any behavioural issues and regulation tools implemented, together with any other relevant records that may be needed
- Communicate effectively with other staff information relating to health and /or behaviour of pupils as required
- To understand and apply all School policies, including following current safeguarding, health & safety and any specific risk assessment procedures
- To attend relevant training and meetings as required
- To respect confidentiality at all times
- Work collaboratively and supporting the wider team of Midday Assistants, working flexibly when cover is required
- Anything else the School Business Manager or other member of the Senior Leadership Team may require, as appropriate to the successful management of the children's lunchtime break

This job description does not define in detail all the duties and responsibilities of the post. It will be reviewed at the end of the academic year or earlier if necessary; it may be amended at any time after consultation.