



St Hugh's Catholic Primary School Person Specification - Midday Assistant			
	Essential	Desirable	Where Measured
Qualifications	None required	Current First Aid Qualifications	Application form Certificate
Experience		Experience of working with groups of children on a voluntary or paid basis	Application form Interview
Knowledge and Understanding	Knowledge and understanding of managing the behaviour of groups of children.	Training courses for midday supervisors	Application form Interview
Skills	Ability to work as either part of a group or individually. Inspire trust and confidence in children and encourage high standards of pupil behaviour at all times. Ability to initiate games and activities appropriate to the age of the children and relate to them on their level. Always remain calm in a crisis. Communicate with both children and adults. Respect confidential Information. Attend training as required.		Application form Interview References
Personal Characteristics	Calm, creative, empathetic, organised, patient, resourceful and tolerant		Interview References



SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

1. Supervise hand washing.
2. To be responsible for supervising a group of pupils in the dining hall and other parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
3. To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way.
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. To be aware of pupils on special or restricted diets for medical reasons from information provided.
8. Ensure that the flow of children in the immediate vicinity of the dining area is made in an orderly fashion.
9. To assist generally with occurrences arising until school recommences for the afternoon session ie first aid in accident cases, sickness etc.
9. Ancillary associated duties (cleaning up spillages, ensuring tables are clean, etc.)
10. To be aware of responsibilities under child protection legislation and report any concerns.
11. Such other related duties required.