

Midday Assistant Job Description

Job Purpose: To work under the instruction & guidance of the Head Teacher and Senior School Staff to undertake work, which enable pupils to enjoy a positive lunchtime experience in a safe environment. This work may be carried out inside or outside of the school building.

Main responsibilities and duties

Support for pupils

- Always supervise pupils and ensure their safety.
- Where necessary, assist with setting up the dining hall in preparation for lunch
- Distribute drinks where required.
- Wipe tables after each child leaves and between year groups.
- Take waste boxes of cutlery, plates & beakers to the kitchen hatch on a frequent basis, along with used trays.
- Empty food waste bin as required throughout lunch period.
- Sterile wipe tables & seats at the end of lunch, put away tables, and clean the dining area as required with brushes and mop.
- Supervise children during different activities such as during their meal, in the playground, classroom & corridors if wet play, and toilets.
- Escort children safely around the school and between locations
- Engage with children in lunchtime activities to support their personal development.
- Administer basic first aid outside as required, only sending children inside if necessary.
- Facilitate children in resolving any issues during the lunch period and report any concerns to relevant staff members

Support for the school

- Be aware of and comply with policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Always adhere to the School Staff Handbook (Middays).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

This Job Description indicates only the main duties and responsibilities of the post. During duties, you may be asked to carry out other tasks that may be reasonably assigned to you