



MIDDAY ASSISTANT

NOTE: THE TRUST EXPECTS ALL ITS EMPLOYEES TO HAVE A FULL COMMITMENT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY AND ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH AND PROMOTE THE POLICY AND TO ENSURE THAT DISCRIMINATION IS ELIMINATED IN THE SERVICE OF THE TRUST.

JOB DESCRIPTION

JOB PURPOSE

In School under the direction of the Midday Supervisor as part of a team involved in the supervision of pupils throughout the lunch period ensuring their safety, welfare and good conduct.

MAJOR TASKS

- 1) Ensure pupils are enjoying their lunch break.
- 2) Involve pupils in outside/inside activities.
- 3) Assist in the dining area and encourage pupils to eat their chosen meal or packed lunch with good etiquette.
- 4) Set up and put away dining tables

JOB ACTIVITIES

- 1) To understand and comply with the Trust's Equal Opportunities Policy.
- 2) To understand and comply with Health and Safety regulations.
- 3) To understand and comply with Safeguarding procedures.
- 4) To assist in maintaining discipline, deal with incidents, report serious incidents to the Head.
- 5) To be responsible for pupils throughout the lunch period.
- 6) To encourage good eating practices, assist by cutting up of food for younger age groups.
- 7) To encourage good manners i.e. using cutlery, sitting properly with etiquette.
- 8) To administer simple first aid and record. Be aware of who the schools main first aiders are.
- 9) To deal with minor accidents e.g. food spillages on floors and children, also sickness and younger pupils accidents with toileting.

- 10) To approach visitors entering school premises and ensure children are not left unsupervised.
- 11) To work with children to ensure they have an enjoyable lunch break.
- 12) To provide activities for children.
- 13) To work as part of the lunch time cover team.
- 14) To perform occasional duties of a similar nature up to and including those in the same grade.

Responsible to: Midday Supervisor

Responsible for: None

N.B. These details comprise the main responsibilities of the post but they should not be assumed to be the complete list of duties. The appointed person will work as reasonably directed by the management team under the supervision of the Midday Supervisor.