DOWNSELL PRIMARY SCHOOL
Midday Meals Assistant with sports duties
Job Description

Job Title: **Midday Meals Assistant with sports duties**

Grade: **Point 3**

Hours: **7.5 hours per week Monday to Friday TTO**

Responsible to: Head teacher/Deputy Head/SBM

Job Purpose

Under the direction of the head teacher, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

Key Internal Contacts

- School Leadership team
- The school community

Major Tasks, Duties and Responsibilities

Under the direction of the head teacher/deputy head teacher:

- To be responsible for supervising a group of pupils in the dining hall and others parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- To support pupils with sports during lunch time, helping to develop their passion and skills in different sporting activities.
- To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.

- To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy. To encourage children to eat their lunch and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.

- To deal promptly with minor incidents, eg cleaning up food spillages, pupils' accidents with toileting and changing clothes.

- To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.

- To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.

- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.

- To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.

- To take part in the school's performance management framework for support staff and participate in training and development activities as required.

- In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

Equality of Opportunity

- As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence

- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Be aware of all documents produced during the time at the school remaining the commercial documents of the school
- To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work
- Ensure identification and familiarisation with all policies that cover procedures and processes for data protection
- To understand data breaches, the reporting procedures and timescales for reporting
- Ensure that data protection and risk management is an important and regular part of behaviour in school

PERSON SPECIFICATION
Midday Meals Assistant

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		✓
Experience of working with children	✓	
Experience of working as part of a team to achieve objectives		✓
Education and Training		
Ability to communicate effectively in English	✓	
Skills, knowledge and abilities		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Other Job Specific Requirements		
A willingness to promote the ethos of the school	✓	
Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓	

Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the school's Equal Opportunity Policy