



MALDON COURT

PREPARATORY SCHOOL

JOB DESCRIPTION

Job Title Midday Assistant

Responsible to Deputy Head Teacher

Duties attached to the post of Midday assistant

- a. Serve children's lunches in a disciplined, relaxed, pleasant and hygienic manner.
- b. Have regard to individual children's officially recorded dietary needs.
- c. Ensure an efficient overall group lunch serving.
- d. Handling any problems, group or individual, which may arise.
- e. Encouraging children to eat in sensible and well-mannered way.
- f. Trying to ensure that as much as possible of the prepared food is consumed.
- g. Prepare and layout tables in preparation for lunch.
- h. Clear the dining room after first sitting and prepare dinning room for the second sitting which will include sweeping the floor between sittings.
- i. Clear up the dining room after the lunch break including clearing any food from the tables, wiping tables and sweeping the floor.
- j. Supervise children after-lunch recreational time, in dry weather outside, in wet, patrolling all classrooms with Form VI Prefects providing continuous supervision in the six classrooms.
- k. Maintain a close supervision throughout the play area, including play and climbing equipment.
- l. Attend to any problems which may arise.

- m. Ensure children do not play in the courtyard nor enter the classrooms without prior permission.
- n. Ensure that pupils are assembled in an orderly manner at the end of lunchtime, ready to be collected by their teacher.
- o. Promote good behaviour at all times
- m. To work harmoniously and co-operatively with the Head Teacher, Deputy Head Teacher and colleagues.
- n. To maintain good order, discipline and supervision in accordance with school policies.
- o. Contribute towards the overall operation of the school having regard to the School's ethos and aims.
- p. Take Health and Safety issues into consideration at all times.
- q. Participate in any arrangements for the appraisal of his/her performance and that of other teachers.
- r. To bring to the attention of the Head Teacher any matters of concern.
- s. Be prepared to give first aid attention to pupils where necessary and in accordance with the training given. Record incidents in the Accident Book and Head Injury Form where necessary, and using your judgement as to whether to involve the Senior first Aider.

GENERAL DUTIES

In accordance to direction given by the Head Teacher from time to time, carry out such duties as may be reasonably assigned.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation to meet the changing demands of the school and at the reasonable discretion of the Head Teacher. This job description does form part of the contract of employment. It describes the way the midday assistant is expected and required to perform and complete the duties as set out above.