



# Brentwood School

PREPARATORY

## Midday Assistant

<b>Department:</b>	<b>Early Years, Key Stage 1 and 2</b>
<b>Report to:</b>	Deputy Head (Pastoral)
<b>Hours</b>	Monday to Friday, 11.45-2.00pm There may be some flexibility about the number of days worked. Fixed term contract: 1st September 2022 - 30th June 2023
<b>Job Purpose:</b>	Acting as part of a team to be responsible for the safety, welfare and good conduct of all children at lunchtime, either outside or within school if wet.
<b>Key Responsibility/ Accountability</b>	<ul style="list-style-type: none"><li>• Understand and follow the School guidelines for Midday Assistants</li><li>• Assist children with choosing and eating their food in the dining hall</li><li>• Ensure the safety and behaviour expectations of the children throughout lunchtime in line with the School health and safety/ behaviour policy</li><li>• Escort the children to and from the dining hall in an orderly and safe manner</li><li>• To encourage and support the children in their play</li><li>• To promote positive behaviour amongst the children</li><li>• To treat any minor injuries, but to refer more serious incidents or head injuries to matron and to the staff</li><li>• Attend relevant training and meetings as required.</li></ul>

<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Enjoy working in a school environment</li> <li>• Be reliable, punctual and flexible</li> <li>• The ability to communicate, listen well and liaise with all levels of staff and pupils is essential</li> <li>• Versatility and the ability to act on own initiative. To have a calm and friendly manner</li> <li>• Integrity and confidentiality are essential</li> <li>• To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post</li> <li>• Ability to complete simple paperwork e.g. log incidents / accidents clearly</li> <li>• Be willing to work as part of a team.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• To have demonstrable experience of working with children.</li> </ul>
	<p><i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</i></p>