

JOB DESCRIPTION

Title of Post:	Midday Assistant
Responsible to:	Headteacher/Office Manager
Purpose of the Job:	Acting as part of a team, to take care and responsibility of the children on the school premises during the midday break between the morning and afternoon teaching sessions

Example duties and Responsibilities:

- To maintain the safety, welfare and good conduct of the pupils during the midday break
- To set up tables and chairs in hall in preparation for school meal
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room
- To assist children with eating their meal if applicable
- To clear tables when meals are finished and clear up any associated spillages
- To enforce the necessary sanctions for maintaining good order
- To administer basic first aid as required
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed
- To provide pastoral care, guidance and routine advice to pupils as appropriate
- Where necessary and appropriate to lead games and activities with the children
- To alert Senior Midday Assistant and/or Headteacher of any concerns regarding an individual child or group of children
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To attend relevant training and meetings as required
- To respect confidentiality at all times