



Danbury Park Community Primary School

JOB DESCRIPTION

Post: Midday Assistant

Responsible to: Senior Midday Assistant
Headteacher

Purpose of the Job: Acting as part of a team to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

Duties and Responsibilities:

- To maintain the safety, welfare and good conduct of the pupils during the midday break;
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall;
- 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

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.