



## **Stapleford Abbotts**

### **Job Description**

Mid-day Assistant

### **Salary Grade**

LGPS Scale 1 Point 1

10 hours 11.30 – 1.30pm

### **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.

### **Principal Accountabilities**

- To maintain the safety, welfare and good conduct of the pupils during the midday break

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**Person reports to:** Head teacher

Liaise with: other staff and pupils, parents, external agencies/contractors and visitors.

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### **Duties**

- To assist in setting up at the start of the session prior to children arriving, to support the kitchen staff, if needed
- 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 wipe down the tables, put them away and clear the floor and areas used to put used dinning equipment
- To ensure that a good attitude to socialising in the dining hall is maintained.
- Children are supported to demonstrate and use good manners
- Be aware to children with special dietary needs
- Monitor the contents of packed lunch boxes and support children to have the healthy options in their lunch box.
- To provide pastoral care, guidance, and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children as part of lunch time supervision in the playground or classroom
- To alert the Head teacher of any concerns regarding an individual child or group of children

## General

- To attend relevant training and meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.