



Midday Assistant
Attain Academy Partnership
Rayne Primary and Nursery
School
Job Description

Pay and Conditions

This is a permanent position. Xhrs per week term time only.

Pay range: Pay Scale 1 Point 1

You will also be eligible to join the Local Government Pension Scheme.

Specific Job description – Midday Assistant

Core Duties

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice, school policies and procedures.

Reports to

Head of School / Class teacher

Specific Duties

- 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 the Head of School / Headteacher of any concerns regarding an individual child or group of children
- 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 Trust 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 of School / Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

	Detail	Essential	Desirable
Qualifications & Experience	Specific qualifications & experience <ul style="list-style-type: none"> Working with or caring for children 	√	
	Knowledge of relevant policies and procedures <ul style="list-style-type: none"> Basic knowledge of First Aid Basic reading and writing skills Ability to count and undertake basic calculations 	√ √ √	
	Technology <ul style="list-style-type: none"> Ability to use basic equipment e.g. photocopier 		√
Communication	Written <ul style="list-style-type: none"> Ability to complete basic forms 		√
	Verbal <ul style="list-style-type: none"> Ability to exchange routine verbal information clearly with children and adults 	√	
	Languages <ul style="list-style-type: none"> Seek support to overcome communication barriers with children and adults 	√	
	Negotiating <ul style="list-style-type: none"> Consult with children and other adults 	√	
Working with children	Behaviour Management <ul style="list-style-type: none"> Understand and implement the school's behaviour management policy 	√	
	SEND <ul style="list-style-type: none"> Understand and support the differences in children and adults and respond appropriately 		√
	Curriculum <ul style="list-style-type: none"> Understanding of games and activities which support learning 		√
	Child Development <ul style="list-style-type: none"> Understanding of the way in which games and activities can help children develop 		√
	Health & Well being <ul style="list-style-type: none"> Understand and support the importance of physical and emotional wellbeing. 	√	
Working with others	Working with partners <ul style="list-style-type: none"> Understand the role of others working in the school 	√	
	Relationships <ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. 	√	

	Team work <ul style="list-style-type: none"> Ability to work effectively with a range of adults. 	√	
	Information <ul style="list-style-type: none"> Ability to provide timely and accurate information 	√	
Responsibilities	Organisational skills <ul style="list-style-type: none"> Good organisational skills. Ability to remain calm under pressure. To be flexible. Follow instructions accurately. 	√ √ √ √	
	Time Management <ul style="list-style-type: none"> Ability to manage own time effectively. Ability to adapt quickly and effectively to changing circumstances/situations. 	√ √	
	Creativity <ul style="list-style-type: none"> Demonstrate creativity and an ability to resolve problems independently. 	√	
General	Equalities <ul style="list-style-type: none"> Awareness of and promotion of equality. 	√	
	Health & Safety <ul style="list-style-type: none"> Good understanding of Health & Safety. 	√	
	Child Protection <ul style="list-style-type: none"> Good understanding and effective implementation of child protection procedures. 	√	
	Confidentiality/Data Protection <ul style="list-style-type: none"> Understand procedures and legislation relating to confidentiality. 	√	
	CPD <ul style="list-style-type: none"> Demonstrate a clear commitment to develop and learn in the role. 	√	