

Blenheim Primary School and Children's Centre

Post Title: Midday Assistant

Responsible to: Headteacher, Senior MDA

Pay Scale: Level 3, Point 5

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 pupil during the midday break.
- 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 enforce the necessary sanctions for maintaining good order.
- 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 the 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 meetings as required.
- To respect confidentiality at all times.

General

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.