Hamstel Infant School and Nursery

Member of Staff _____

Job Title Midday Assistant
Responsible to Senior Midday Supervisor / Well-Being Manager / Headteacher

This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.

Purpose of the job

To participate as a member of a team, to take care and control of all of the children on the school premises during the midday break between the morning and the afternoon teaching sessions.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

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 canteen / dining hall or Infant hall.

To assist children with eating their meal if appropriate.

To assist children with toileting and to ensure the toilet areas are kept clean and hygienic at all times.

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 assist with the setting up, dismantling and returning to daily storage position the dining tables and chairs.
To alert the Senior Midday Supervisor (SMS) 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 and meetings as required.

To respect confidentiality at all times.

General

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. Any such developments will only take place after consultation with all those involved.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

Signed _____ Post holder Date _____

Signed _____ Headteacher Date _____