



BENYON PRIMARY SCHOOL



Tyssen Place, West Road, South Ockendon, Essex, RM15 6PG

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www.benyonprimaryschool.org.uk

Headteacher: Mrs Samantha Oxley

Job Description: Midday Assistant

General Duties and Responsibilities

- To secure the safety, welfare and good conduct of pupils during the lunchtime period.
- To take responsibility for a named class in aspects of getting ready for lunchtime, and returning to the class at the end of the lunch period.
- To carry out a variety of supervisory tasks associated with lunchtime according to the duty rota set by the Senior Midday Supervisor eg First Aid, playground, dining hall, indoor activities.
- To supervise the pupils when using toilet facilities and washing hands when preparing for lunch, and check numbers of pupils present.
- To supervise the pupils in the dining hall, assisting as necessary, to ensure the smooth running of the lunch service, and carry out other associated duties such as cleaning spillages, ensuring tables and chairs are clean.
- To support with the preparation of tables and activities for lunchtime use.
- To carry out rewards and sanctions in line with the school's Behaviour Policy and maintain good order and discipline of the pupils.
- To pay regard to the school's Equal Opportunities Policy, Staff Absence Policy and Health and Safety Policy.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

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