

**HAMILTON PRIMARY SCHOOL, CONSTANTINE ROAD, COLCHESTER,
ESSEX.**

JOB DESCRIPTION

Name:

Title of Post: **Permanent** Midday Assistant

Responsible to: Senior Midday Assistant/Headteacher

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.

Example 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 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 a Senior Midday Assistant and/or the teacher 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 confidentially at all times.

Signed

Date