



Job Description

Job Title:	Midday Assistant
Location:	Hockley Primary School
Hours of work:	Part Time
Reports to:	SLT

Purpose of the Role:

To take control of all children on the school premises during the midday break, plus any other duties that can be reasonably asked of you under the direction of the Executive Headteacher and Headteacher.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- To assist children in selecting their meal and sitting in an appropriate place to eat it
- To deal with spillages and clear tables when meals are finished
- To maintain good order and discipline among pupils with particular reference to health and safety
- To enforce the necessary sanctions to maintain good order, in accordance with school policy on behaviour management
- To administer first aid if appropriately qualified to do so
- To keep daily records of first aid administered and record any other incidents in the Blue Book
- Report to staff, as necessary, on behaviour and sanctions employed and any first aid incidents.
- Provide pastoral care, guidance and advice to pupils as appropriate and have their welfare of paramount importance at all times
- To assist with the moving of tables and chairs if necessary
- To oversee the getting out and putting away of the playground activities
- To alert the Headteacher about any concerns regarding an individual child
- To maintain and respect confidentiality at all time
- To assist with the children's activities and help with the playground zoning organisation

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:





1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. 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 in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Midday Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> The post holder will have basic knowledge of Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided Use of equipment/resources Experience of working with young people Full working knowledge of relevant policies/codes of practice/legislation 	<ul style="list-style-type: none">
Skills	Abilities	<ul style="list-style-type: none"> Ability to relate well to pupils and adults Empathy with children Good organisation skills Ability to remain calm under pressure Ability to manage own time effectively Demonstrate creativity and an ability to resolve routine problems independently Adaptable and flexible with the ability to work as part of a team 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Ability to use clear language to communicate information Ability to listen effectively Understand procedures and legislation relating to confidentiality Be prepared to learn and develop in the role 	



		<ul style="list-style-type: none">● Commitment to the academy's aims, ethos and vision	
	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	