BRICKFIELDS
Multi Academy Trust

**BARLING MAGNA PRIMARY ACADEMY**
**JOB DESCRIPTION**

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| **Title of Post:** | 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.
- 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 incidents, 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 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, behaviour and safeguarding.
- To attend relevant training and meetings as required.
- To respect confidentiality at all times.

**PERSON SPECIFICATION : MIDDAY ASSISTANT**

| | E = Essential | D = Desirable |
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| **Experience** | | Successful and recent work-based experience involving primary and/or nursery age children |
| **Qualifications** | | First Aid |
| **Knowledge and Skills** | Basic knowledge of First Aid | Knowledge of relevant games/activities which could be used at break times |
| **Aptitudes** | Enjoy working with children<br>Ability to build good working relationships and rapport with both children and adults<br>Willingness and ability to work as a team for the benefit of the children<br>To be flexible<br>To be able to use own initiative<br>Understand behaviour expected of children and manage in line with school policies<br>Ability to listen patiently and<br>communicate well with children<br>Awareness and commitment to<br>equalities issues<br>Observant and alert to potential danger to pupils<br>A commitment to safeguarding and promoting the welfare of children and young people. | |