Hamstel Junior School

Job Description

Position: Midday Assistant

Grade: Level 3 Points 3 - 5

Hours: 1 hour daily, 12:40pm – 1:40pm Monday to Friday, excluding INSET days and school holidays

Contract type: Permanent

Responsible to: Deputy Headteacher

Purpose of Job:

To act 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.

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.
- Where necessary and appropriate to lead games and activities with the children.
- 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.
- To alert the Senior Midday Assistant 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 respect confidentiality at all times

General

- To ensure the safety and wellbeing of all pupils in line with the school's safeguarding procedures
- To undertake any training commensurate with the post.

- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
- Have proper and professional regard for the ethos, policies, staff code of conduct and practices of the school, and maintain high standards of attendance and punctuality

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.