



### JOB DESCRIPTION

#### Midday Assistant

#### Scale 2 Point 3 (range 3 to 4)

<b>Responsible to:</b>	Head Teacher Deputy Head Teacher Midday Supervisor
<b>Liaison with:</b>	Members of the school's teaching and non-teaching staff
<b>Purpose of the job:</b>	To be responsible, under the direction of the Deputy Head Teacher, individually or as a member of a team, for securing and maintaining the safety, welfare and good conduct of pupils during the midday break period. To be responsible for environmental management. To supervise pupils at the gates.
<b>Main responsibilities and duties:</b>	<p>To be responsible for the supervision of the pupils in the dining hall, playground areas and school premises and at the school gate. To be responsible for environmental management. This may include ancillary associated duties – for example:</p> <ul style="list-style-type: none"><li>• Sign in to record attendance on arrival and departure of the school site</li><li>• Dealing with minor accidents and reporting any serious incidents to the Head Teacher (*or nominated member of staff) at the earliest possible moment)</li><li>• Supervising pupils eating</li><li>• Supervising tray/dirty plate area</li><li>• Ensuring pupil safety in eating areas</li><li>• Ensuring the cleaning up of spillages</li><li>• Ensuring that tables are kept clean etc</li><li>• Dealing with minor problems and reporting persistent misbehaviour to the Supervisor or any other nominated member of staff</li><li>• Ensuring any pupils who are ill or injured are taken to Pupil Services or a first-aider is called to the scene.</li><li>• Supervising the bag room at the beginning and end of lunchtime</li><li>• Encouraging pupils to clear up rubbish and not to drop litter</li><li>• Maintaining a clean and tidy environment clear of litter and rubbish</li><li>• Setting out chairs in preparation for assemblies and other events</li><li>• Supervising toilet areas</li></ul>

- Supervising pupils at the school gate
- Request the presentation of lunch passes from pupils as they leave the school site, record names and redirect pupils to line manager when necessary
- Patrol school site in accordance with the school ariel map and rota

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

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.

This 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.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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.

**Agreed by:** ..... (Postholder)

..... (Postholder – Print Name)

**And:** ..... (Headteacher)

**Date:** .....

**Updated April 2024**

