

**CHADWELL PRIMARY SCHOOL**  
**School Support Staff (Midday Assistant)**  
**Job Description**

**Position:** Midday assistant  
**Permanent:** Part time (6.25 hours per week: 11.45 – 12 noon or 12noon – 1.15pm)  
**Grade:** LBR 1C (term time only)  
**Salary:** £18,051 pro rata (This equates to approximately £2800 per year)

**PURPOSE**

To provide care and supervision of the children staying in school during the lunchtime period, ensuring their welfare and safety at all times.

**PRINCIPLE DUTIES**

- > To supervise the children from the playground to the dining hall ensuring good behaviour. To assist and encourage good table manners and the correct use of cutlery at all times.
- > To supervise children in the playground (or classrooms if wet) and toilet area, ensuring their well-being and safety, encouraging them to take part in games and activities available at lunchtimes.
- > To follow the agreed procedures for rewarding and sanctioning at lunchtime linked to the school behaviour policy and playground rules.
- > To be aware of and seek to prevent any bullying that might occur, reporting this and any child protection issues to midday supervisor.
- > In accordance with the school's Health and Safety policy, to deal with accidents of all sorts, including occasionally when young children wet or soil themselves.
- > To carefully check the correct numbers of children having school dinners or packed lunches as they enter the hall and supervise the dinner queue.
- > To ensure children get and eat their lunches efficiently and quickly and remain seated while eating.
- > Deal with minor first aid injuries
- > Maintain acceptable behaviour and noise levels
- > Monitor disposal of waste food and dirty crockery and cutlery.
- > Wipe tables and deal with spillages
- > Take responsibility for a named individual or small group of children if required
- > Patrol playground, fences and gates to ensure safe play at all times
- > Monitor safe play, to be responsible for playground equipment, encourage and assist with playground games
- > To recognise and be alert to potential problems and intervene or distract children
- > Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies.
- > To ensure children stay in the playground (or field where appropriate) and do not return to classrooms.

- > To try to prevent too many children going to the toilet at once and not letting them play in the toilet areas

### **WET PLAY SUPERVISION**

- > The children remain in their classrooms until they are told to walk to the dining room for their lunch
- > There should be work or wet playtime activities in the classroom to occupy them
- > The midday assistant should move between the classrooms supervising the children and intervene when necessary
- > The children must remain in their classrooms and should only be allowed to go to the toilet when they have their lunch or if given permission by a midday assistant
- > No children are allowed to play in the corridor

### **RESPONSIBILITIES**

- > Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- > Contribute to the overall ethos/work/aims of the school
- > Appreciate and support the role of other professionals
- > Attend relevant meetings as required
- > Participate in training and other learning activities and performance development as required
- > Treat all users of the school with courtesy and consideration
- > Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- > Comply with health and safety policies and procedures at all times
- > Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times