



CHURCHFIELDS
JUNIOR SCHOOL

Job Description

Job Title: Midday Assistant	Name:
Grading: LBR 2	Date last updated: March 2025
Line managed by: Office Manager	Responsible to: Head Teacher

Purpose of Job

Ensuring there Churchfields is a secure and welcoming school at lunch times. To support, motivate and supervise pupils in eating their meal. Also ensuring the smooth running of the meal arrangements by anticipating and dealing with problems. Promoting constructive play ideas with pupils. Responsible for the health, safety, conduct and well-being of all pupils.

Duties

Be punctual and reliable.

Ensure that the meal arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.

Support pupils in meal arrangements.

Engage and communicate with children in a positive manner and encourage children in play activities.

Ensure that the pupils move through the school quietly and behave in an orderly way in the dining hall.

Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch, receive the correct meal. Encourage pupils to drink and offer milk or pour water for the pupils.

Ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them. Positively promote good pupil behaviour, dealing promptly with conflict and incidents in line with established school policy and encourage pupils to take responsibility for their own behaviour.

Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean and clear up any spills on the floor to prevent the danger of slipping/falling.

Churchfields Junior School
Churchfields
South Woodford
London
E18 2RB

Tel: 020 8504 4650
admin.churchfields-jun@
redbridge.gov.uk
churchfields@junior.com





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Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.

Ensure pupils are dressed appropriately for the weather.

Be aware of any pupils with special needs who may need additional support.

Ensure that toilets are used sensibly.

Ensure that pupils are not in the building when they should be outside.

Encourage good behaviour in the playground (follow the appropriate policy).

During wet lunchtimes: Supervise a class while children play classroom games, draw or finish school work; read a story or play games; ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

Ensure the playground equipment is used and stored properly.

To recognise and report on child protection and safeguarding issues according to school policy.

Responsibilities

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with **school policies and procedures relating to behaviour, child protection, health, safety and security, confidentiality, data protection and leave of absence** reporting all concerns to the appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to the Head Teacher / School Business Manager.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

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