



**Churchfields Infants School**  
**School Support Staff (Midday Assistant)**  
**Job Description**



**Position:** Midday assistant  
**Permanent:** Part time (7.50 hours per week, working 1.5 hours each day)  
**Grade:** LBR 1C (term time only)

**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.
- > 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 the midday supervisor.
- > In accordance with the school's Health and Safety/Intimate care policies, 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



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**Person Specification**



<b>Job Title:</b>	Midday Assistant
<b>Salary:</b>	LBR1C
<b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"><li>• Experience of working with or caring for pupils of relevant age.</li><li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li><li>• Commitment to and understanding of Equal Opportunities.</li><li>• Basic understanding of child development and learning.</li><li>• Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying.</li><li>• Ability to maintain confidentiality at all times.</li><li>• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li><li>• Ability to promote school when talking to visitors, colleagues and members of the community.</li></ul>	
<b>Other requirements:</b> <ul style="list-style-type: none"><li>• Enhanced DBS check</li></ul>	