

## PARKHILL JUNIOR SCHOOL

### JOB DESCRIPTION: MIDDAY ASSISTANT

<b>Name</b>	
<b>Job title</b>	Midday Assistant
<b>Salary Scale</b>	LBR1C
<b>Responsible to</b>	Head Teacher
<b>Line managed by</b>	Midday Assistant
<b>PURPOSE OF THE JOB</b>	
To monitor the safety and welfare of children during the lunch time break	
<b>CONTEXT</b>	
The role holder is required to oversee the safety and welfare of children during their lunch time period. As such, the role holder will work largely unsupervised but complying with strict guidelines and procedures.	
<b>MAIN RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Inform teacher/Head teacher of any serious incidents that need further follow up.</li> <li>• Where necessary / appropriate place packed lunch trolleys in corridors.</li> <li>• Ensure children line up safely and sensibly outside the dining hall.</li> <li>• Issue dinner tickets as required – if appropriate.</li> <li>• Ensure children enter the dining hall in quiet, orderly manner, are seated quickly and remain seated while eating.</li> <li>• Encourage good table manners and correct use of cutlery.</li> <li>• Maintain acceptable behaviour and noise levels.</li> <li>• Monitor disposal of waste food and dirty crockery and cutlery.</li> <li>• Wipe table and deal with spillages and brush floor.</li> </ul>	
<b>PLAY GROUND</b>	
<ul style="list-style-type: none"> <li>• Patrol playground, fences and gates, reporting any suspicious activities and/or children suspiciously entering and leaving the School grounds immediately to the duty teacher.</li> <li>• Monitor safe play, encourage and assist with playground games.</li> <li>• To recognise and be alert to potential problems, and intervene or distract children before it escalates.</li> <li>• Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies.</li> </ul>	
<b>WET LUNCHTIME SUPERVISION</b>	
<ul style="list-style-type: none"> <li>• Supervise children indoors / in classrooms and escort them to lunch.</li> <li>• Where applicable, ensure classroom is tidy for the start of afternoon school.</li> <li>• Assist with and encourage safe indoor games / activities.</li> </ul>	
<b>CUSTOMER CARE</b>	
Provide high level of services to the community that are fair and accessible to all. To challenge existing practices that support the traditional culture and promote the 'Customer First' proposition across the Council.	
<b>GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Ensure compliance with appropriate legislation, Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.</li> <li>• Undertake a pro-active, committed approach towards the Council's Best Value ethos.</li> <li>• Ensure compliance with and actively promote the Council's Equalities and Diversity policies and</li> </ul>	

strategies.

- Ensure compliance with and actively promote Health & Safety at Work legislation, Council and Departmental H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to the post.
- Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the line manager within the grading level of the post and the competence of the post holder.

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with Policies and procedures regarding Child Protection, Health & Safety, confidentiality, Data Protection, Equal Opportunities for all children and the school's Behaviour Policy.
- Contribute to school ethos/work/aims and support other professionals.
- Attend relevant meetings and undertake training as required.
- Assist with the supervision of pupils at lunchtimes.
- Be prepared to undertake First Aid duties as required.

<b>Experience</b>	<ul style="list-style-type: none"><li>• Working with or caring for children of relevant age.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good numeracy / literacy skills.</li><li>• Participate in development and training opportunities.</li><li>• First Aid – if not already qualified, willingness to train.</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Appropriate knowledge of First Aid.</li><li>• Ability to relate well to children and adults.</li><li>• Work constructively as part of a team, understanding roles and responsibilities and your own position within these.</li></ul>

Name:.....

Date:.....