

# MAYES PARK PRIMARY SCHOOL

Goodmayes Lane, Goodmayes, Ilford, Essex. IG3 9PX

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Head teacher: Ms E Davies



## Job Description

|                                    |                                             |
|------------------------------------|---------------------------------------------|
| <b>Job Title:</b> Midday Assistant | <b>Name:</b>                                |
| <b>Grading:</b> LBR 1C             | <b>Date last updated:</b><br>September 2025 |

### **Purpose of Job**

#### Under the direction of the School Business Leader

Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with 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. 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

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.

Make sure 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).

Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.

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.

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

Communicate any general concerns to the Lead Midday Supervisor at the end of the lunchtime.

Ensure the playground equipment is used and stored properly.

**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 or Health & Safety Co-ordinator

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.