



Job Description

Post: Midday Assistant
Hours of work: 5 hours per week, Term Time Only (39 weeks), 1 INSET Day
Working pattern: Monday to Friday: 12.40pm – 1.40pm (lunch time)
Or
7.5 hours per week, Term Time Only (39 weeks), 1 INSET Day
Monday to Friday: 10.25am – 10.55am (break time) and
12.40pm – 1.40pm (lunch time)
Reporting to: Designated Senior Leadership Team (SLT)

Job Purpose

The role involves supervising students during the school break periods, ensuring their safety, wellbeing, and positive behaviour across the dining halls, outdoor spaces, and indoor areas. The postholder must demonstrate a calm, caring, and consistent manner, a flexible approach to duties, and the ability to support students in a busy school environment. Strong communication skills and a commitment to safeguarding are essential.

Main Responsibilities

Supervision Duties:

- Supervise students in the halls, outdoor spaces and other designated areas during school break times.
- Ensure students move safely around the school, follow routines, and behave appropriately.
- Monitor student behaviour, encouraging positive interactions and addressing low-level issues calmly.
- Report any significant behaviour concerns to members of SLT or duty staff.
- Ensure students adhere to school rules and maintain a safe and orderly environment.
- Respond promptly to incidents and accidents, following school procedures.
- Help ensure an efficient flow of students through the cafeterias.
- Work with catering staff to support safe and efficient break/lunch time routines.

Health, Safety & Welfare

- Ensure the safety and wellbeing of all students at all times during the lunch and break periods.
- Carry out basic first aid (if trained) and report incidents following school policy.
- Ensure that any hazards on the playground/dining area are reported or addressed promptly.
- Support students with additional needs to ensure their lunchtime experience is inclusive.

Teamwork & Communication:

- Communicate clearly with colleagues to ensure effective supervision across all areas.
- Attend relevant training, briefings, and meetings as required.
- Promote positive relationships with staff and students.
- Support the wider work of the school as needed during lunchtime and break periods.

SAFEGUARDING

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield's Safeguarding/Child Protection policies
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.