

Job Description

Job Title	Midday Assistant	Salary	LBR1C
Reports to	Head of Secondary/Attendance Officer		
Purpose of job			
<p>To be responsible for:</p> <ul style="list-style-type: none"> ▪ Patrolling their designated area either inside or outside the school between 11.45am and 12.45pm. 			
Main duties and responsibilities			
<ul style="list-style-type: none"> ▪ Stopping any inappropriate or unruly behaviour ▪ Approaching any intruders who enter the school site and ascertain their business ▪ Being vigilant regarding the bullying or harassment of any student for whatever reason ▪ Engaging with students whilst on duty 			
General			
<ul style="list-style-type: none"> ▪ Attend and participate in relevant meetings and training ▪ Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person ▪ Demonstrate an understanding of and 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, students and the public 			
<p>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</p>			