

JOB DESCRIPTION

MIDDAY ASSISTANT

The particular responsibilities attaching to the post are as follows:

- ❖ To act as the named midday assistant for a year group.**
- ❖ To count the children in for dinners and report any discrepancies to the school office.**
- ❖ To supervise the children whilst in the lunch room, mopping spillage's, ensuring tables are clean, letting the school office know of any problems with individual children.**
- ❖ To ensure the safety of the children in the playground by maintaining good order and discipline and abiding by the school's Health and Safety Policy.**
- ❖ To record and report incidences of bad behaviour.**
- ❖ To administer minor first-aid.**
- ❖ To supervise behaviour and safety in the classrooms during wet play.**
- ❖ To report any problems to the Midday Supervisor.**
- ❖ To attend any training courses the school arranges.**
- ❖ Carrying out such other reasonable duties as the Headteacher may require.**

PERSON SPECIFICATION

MIDDAY ASSISTANT

The following attributes are required;

- **Punctual and reliable**
- **Patient and tactful**
- **Ability to display authority in a kind but firm manner**
- **Good level of English so as to be able to communicate clearly and confidently with children and colleagues and to write brief reports of issues arising during the lunch period.**
- **Ability to work co-operatively with colleagues as part of a team**
- **Flexible and adaptable**