



Job Description

General Information

Job Title: Midday Assistant **JD Code:** JDE08

Reports to: School Business Manager (or equivalent)

Line Management:

The post holder will be accountable to the School Business Manager or an appropriate appointed supervisor for all initiatives related to this post.

Job Purpose/Summary:

To care for children during the lunch time break. They will work with a team of Midday Assistants in the dining area and playground

Key Tasks and Accountabilities: (Details of the main areas in which this post must obtain results in order to achieve its purpose. These accountabilities are wider than tasks, actions and duties).

- Supervise the welfare security and good conduct of children during the midday break enforcing the expected standards of school discipline.
- Oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include toileting, hand washing, cleaning spillages, insisting on and modelling good table manners.
- Promote inclusion and acceptance of all pupils.
- Promote a positive ethos and role model positive attributes, self-esteem and independence.
- Provide pastoral support to pupils.
- To administer basic first aid where appropriately trained. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that more serious incidents are brought to the attention of the First Aider.
- Work as part of a team, appreciating and supporting the role of other people in the team
- Undertake personal development through training and other learning activities

A Commitment to Excellence



- Attend and participate in meetings as required.
- Be aware of and comply with policies and procedure relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and support difference, by helping to ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Other duties

Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities.



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training		
B. Skills and abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical way, and independently with minimal supervision • Relate to and work well with others as a member of a team 	
C. Knowledge & Experience	<ul style="list-style-type: none"> • Awareness of Health and Safety issues • Demonstrate awareness of risk • To have the ability to prioritise and organise own workload • Relate to and work well with others as a member of a team 	<ul style="list-style-type: none"> • Experience cleaning • Awareness of CoSHH • Experience working in a school environment.
D. Personal qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults 	
E. Approach to work	<ul style="list-style-type: none"> • Commitment to health and safety. • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	