## Job Description Midday Assistant

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| Start Date: | As Soon As Possible |
| Responsible to: | Headteacher |
| Location: | Wareham St Mary CE Primary School |
| Grade: | Grade 3, SCP 3-4 (£13.28 - £13.48 per hour) |
| Disclosure Level: | Enhanced Disclosure & Barring Service Check |

| **Job Purpose & Objectives** |
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| Responsible for supervising pupils during the lunch break and maintaining a clean and hygienic area in which to eat food. |

**Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online checks, Enhanced DBS check and satisfactory references.*

**Main Duties & Responsibilities**

1. Be ready at the classroom / playground five minutes before the lunchtime with the necessary equipment.
2. Ensure pupils have clean hands before eating.
3. Encourage good table manners and orderly behaviour.
4. Clean tables, chairs and floor, if necessary, at the end of lunchtime and return equipment to the designated area. This can begin as the children on each table all finish their meal.
5. Work with your colleagues to cover the playground and the classrooms / hall during any changeover.
6. Undertake care of all pupils during the lunchtime period, administering simple first aid as required or advising first aider, clearing up any sickness and circulating among the children in the eating area and playground
7. Keep a check on the inside of the school throughout the lunchtime.
8. Report any major injury to the Headteacher or Deputy.
9. Ensure that no pupil leaves the premises during the lunchtime without permission. Check and challenge any unknown persons on the site.
10. All visitors to the school during the lunchtime should be approached and escorted to the office.
11. Undertake playground duties to supervise pupils in the designated areas.
12. Undertake care of the pupils in the classroom if the weather is wet.
13. If a class is absent from school on a visit any ‘spare’ supervisor will ‘float’ to give extra assistance.
14. One supervisor should be responsible for the locking of the necessary outside doors during the lunch period and the unlocking at the end of the period, if required.

15. After lunch supervisors are to clean up in the kitchen, washing any items used (plates, knives etc.) if there are not enough Kitchen staff.

**Additional Information**

- It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.

**Supervisory / Managerial Responsibility**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

**Career / Salary Progression**

- Professional development of the role is encouraged by the trust and your Line Manager will undertake to arrange this, where possible, on request.

**Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

Coastal Learning PARTNERSHIP

## Person Specification Midday Assistant

| Criteria | Essential | Desirable |
|---|---|---|
| Qualifications: | | • Basic First Aid training<br>• Food Hygiene training |
| Experience | | • Working with children in primary schools |
| Professional Knowledge | | • Able to work constructively as part of a team |
| Professional skills & abilities | • Ability to work with individuals and small groups of children.<br>• Willing to undertake training as required<br>• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) | |
| Physical skills & abilities | • Ability to work with and control children showing care and understanding<br>• Able to exert moderate physical effort; crouching or bending when working with pupils and occasional handling of heavy, unusually shaped objects. | • Basic Manual Handling training |

Whilst originally based at Wareham St Mary CE Primary School, the post holder will be required to travel to other local sites, including other CLP schools.