



MIDDAY ASSISTANT - JOB DESCRIPTION

General Duties:

The duties of a Midday assistant are to act as a member of the team, supervising and providing support and appropriate activities for pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the Midday supervisor/Headteacher.

Key Responsibilities

1. To organise and supervise the washing of hands and daily hygiene of infant/junior pupils.
2. Organisation of the entry of the pupils into the dining room.
3. General supervision of and support to pupils during the service of meals.
4. To encourage and demonstrate high standards of table manners and eating habits.
5. To assist with the cutting up of food items as appropriate.
6. To organise and supervise the pupils during exit from the dining hall following the clearance of tables.
7. To supervise and provide play opportunities for pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by Headteacher / Midday Supervisor.
8. To carry out simple first aid and to report all other accidents / illnesses to the Midday Supervisor or member of the Senior leadership team
9. To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school's health and safety policy.
10. To maintain a positive atmosphere throughout the lunch break and to promote adherence to The Charles Darwin Way at all times.
11. To ensure that local authority policies on equality are adhered to by not differentiating between children on grounds of gender, race or disability.
12. To support and exemplify "The Charles Darwin Way."
13. To report any safeguarding concerns to the Headteacher / Deputy Headteacher (Safeguarding Lead and Deputy Safeguarding Lead) immediately.
16. To undergo training as required.
17. Such other duties as may be required by the Headteacher or Midday Supervisor

Midday Assistant Person Specification

The duties of a Midday assistant are to supervise, support and lead activities for our children during the midday break at all times ensuring their safety and welfare.

1.EXPERIENCE/EXPERTISE

Previous experience of working with children would be an advantage.

2. PERSONAL QUALITIES

Must be caring, compassionate and empathetic to the needs of all children.

Must adhere to confidentiality at all times.

Must be willing to actively and positively engage with children in order to provide positive lunchtime experiences.

Must have an awareness of and a proactive approach to ensuring and promoting safe practises throughout the school.

Must have a willingness and desire to undertake and act upon training as appropriate.

Must encourage children to follow and exemplify in their own actions at all times The Charles Darwin Way.