



Person Specification

Midday Assistant

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	• None	• Play-based qualification / training	• Application form • Certificates to be provided at Interview
Experience	• None	• Working with or caring for children in an educational setting • Understanding of safeguarding requirements in a primary school setting.	• Application form • Interview
Personal Qualities	• Ability to relate well with children and adults • Child-centred approach • Ability to work as part of a team • Excellent communication skills • “can do” attitude		• Interview
Other	• Reliability and flexibility • Sense of humour		• Interview



Job Description

Midday Assistant – AAAD5003

BASIC JOB PURPOSE

The Job Holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

	MAIN RESPONSIBILITIES
1.	Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.
2.	Arranges age-appropriate activities for pupils during inclement weather.
3.	Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.
4.	Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	