



**Ardleigh St. Mary's Church of England Voluntary Controlled Primary School  
Job Description**

<b>Job Title</b>	Mid Day Assistant
<b>Grade</b>	Scale 2
<b>Reports to</b>	Senior Midday Assistant/Headteacher
<b>Liaison with</b>	Pupils Senior Midday Assistant Headteacher Teaching staff Catering And Caretaking Staff
<b>Job Purpose</b>	Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• To maintain the safety, welfare and good conduct of the pupils during the midday break</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.</li> <li>• To assist children with eating their meal if applicable.</li> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To enforce the necessary sanctions for maintaining good order.</li> <li>• To administer basic first aid as required.</li> <li>• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• Where necessary and appropriate to lead games and activities with the children.</li> <li>• To alert the Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the</li> </ul>

workplace

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## MIDDAY ASSISTANT

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

