

# Job Description & Person Specification: Midday Assistant

**Diocese of Chelmsford & London Borough of Havering**  
**St Edward's Church of England (Voluntary Aided) Primary School**  
Havering Drive, Romford, Essex RM1 4BT (01708-745971)

**Head Teacher: Chris Speller**

## GENERAL DESCRIPTION OF THE POST

A Midday Assistant is (usually) one of a team of school staff who are responsible for pupil supervision during the midday break. The postholder will be supervised on a day-to-day basis by a Senior Midday Supervisor and be managed by the Head Teacher.

During the midday break the Midday Assistant will be responsible for:

- the transition of pupils from class to the dining hall and/or the school playground (or other designated areas during wet play) and back to class at the end of lunchtime;
- supervising and supporting pupils whilst they eat;
- promoting and supervising positive and active play and pupil relationships;
- health, safety, security and basic first aid (after relevant training);
- pupil discipline and behaviour management.

## RESPONSIBILITIES AND ROLE

1. The movement of pupils from their classrooms or the playground to the dining hall(s)/eating areas according to the schedules or timetables of the school and their return to the classrooms from the dining hall(s)/eating areas or the playground on time.
2. The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to more senior school staff.

3. Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a senior member of staff.
4. To report and bring to the attention of the relevant class teacher any serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils needs.
5. Supervising pupils in the dining hall(s)/eating areas which may include:
  - organising the eating space and making sure the space is hygienic, clean and tidy before and after eating;
  - organising the pupils before, during and after their meal;
  - supporting pupils with particular needs;
  - supporting the food selection and nutrition policy of the school;
  - dealing with spillages including body fluids (in accordance with the procedures of the school);
  - supporting pupil hygiene and social skills.
6. Supervising pupils in areas of the school designated for play (including for wet play), which will include:
  - monitoring safe activity, intervening as necessary;
  - monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant;
  - actively promoting and instigating positive play and games, joining in with pupils where relevant;
  - being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying.
7. Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the schoolkeeper or other relevant person any damage or repairs required.
8. Carrying out routine administration associated with the main duties of the post, which may include, for example, completing meals registers, receiving late payments and so forth.

9. Dealing with complaints, enquiries and requests for information (that are within the remit of the postholder), and referring matters that cannot be resolved to the relevant person.
10. To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school.
11. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
12. To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

## **NOTES**

1. The school expects all staff to be flexible. This means that a Midday Assistant can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post
2. This job description will be reviewed after one year and any review will include discussion with the postholder.

# Person Specification: Midday Assistant

Skills and Abilities	Essential	Desirable
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓	
Able to work independently and support the work of the team	✓	
Able to be flexible and respond effectively to the 'unexpected'	✓	
Able to communicate and interact effectively with adults and children and young people	✓	
Able to apply instructions given by teachers or supervisors	✓	
Able to maintain confidentiality of pupil information	✓	
Able to demonstrate respect for pupils and be able to listen to their views	✓	
<b>Knowledge</b>		
A basic understanding of health, safety and security issues in schools		✓
<b>Qualifications and Experience</b>		
First Aid certificate (or willingness to complete the training)		✓
Experience, on a voluntary or paid basis, of working with children or young people		✓
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)		✓
Willingness and motivation to participate in any training or development required to improve skills/performance	✓	
Willingness and motivation to achieve Level 2 certification in literacy and numeracy	✓	