



Job Description: Midday Assistant

Mission Statement

Growing Together, Learning Together, Achieving Together in Christ

This reflects the ambition and vision we have for enabling all of our children to achieve their very best through collaboration and mutual support within the Catholic context. We are a worshipping community, valuing prayer and praise, and enjoying close links with the parish of the Sacred Heart and St Francis in Frinton. Through our mission, and by working with the families in our school, we develop appropriate values and morals to prepare our pupils not just for the next stage of their academic careers, but for life.

Reports to

The Midday Assistant is directly responsible to the School Business Manager.

Purpose of Job

To supervise the children while eating and at play during the lunch break.

Main Responsibilities

- To set up the tables for lunchtime and clear away at the end of lunch.
- To assist with the supervision of pupils while they have lunch.
- Where appropriate, assist/supervise pupils with their general hygiene requirements.
- Mop accidental spillages.
- Encourage pupils to eat, especially those with special needs or disabilities. Be aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assist pupils with cutting up food and pouring liquids where necessary.
- Encourage social skills and good table manners.
- Ensure pupils tidy/clear up in a satisfactory manner.
- Deal with any body spillages in the dining hall in accordance with infection control procedures.
- Deal with minor first aid incidents.
- Share responsibility with other Midday Assistants and/or teachers for the maintenance of order and discipline in the dining hall.
- To supervise the children at play and initiate games.
- To deal with incidents of unsafe or unruly behaviour and refer matters to the class teacher or Headteacher when necessary.
- To supervise pupils inside school premises when they are not allowed outside in inclement weather. Occupy pupils in various games and activities.
- Ensure, in accordance with instructions given, that all pupils return to the care of teachers at the end of the lunch period.
- To maintain strict confidentiality. *(From time to time people working in school will be told, or discover, information about particular children and their families. It is a condition of employment that all such information is treated as confidential. If any information is received which causes concern, it must be passed to the Headteacher. No such information must be discussed with any other employee. Neither must any incident occurring in school be discussed with anyone outside the school. Any parent seeking information should be referred to the Headteacher)*
- To undertake any training required to ensure best practice and compliance with relevant legislation, for example, safeguarding of children.
- To work in a way that promotes the school's equal opportunities policy.

- Any other duties as may be determined as necessary and within the competence of the post holder by the Headteacher.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

It is your responsibility to have regard to the safeguarding procedures and policies at school and promote the welfare of all pupils at all time. Any concerns regarding child protection, pupil welfare, health, safety and security, confidentiality and data protection, should be reported to a member of the senior leadership team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Headteacher.