

## St Patrick's Catholic Primary School

### Job Description

Midday Assistant – responsible to the Head Teacher.

All employees are required to support the Catholic ethos of the school in line with its Mission Statement.

### Job Purpose

Under the direction of the Head Teacher, and as part of a supervisory team, to ensure the health, safety, welfare, good conduct and happiness of all pupils throughout the lunch-break.

### Major Task

1. To ensure that all pupils are enjoying their lunch break in safe surroundings
2. To involve pupils in classroom/playground activities
3. To set up, tidy up and oversee safe use of the playground equipment by children
4. To assist in the dining hall and encourage pupils to eat their chosen meal/packed lunch

### Job Activities

1. To understand and comply with the school's equal opportunity policy.
2. To understand and comply with health and safety regulations. To be aware of hazards and dangers which may affect children and to be alert to strangers talking to children inside or outside the school premises.
3. To assist in maintaining discipline, deal with minor matters and report serious incidents to the Head Teacher/Assistant Head Teacher.
4. To be responsible for a group of pupils throughout the lunch period.
5. To encourage good eating practices and assist by serving and cutting up food for younger children.
6. To administer simple First Aid. To know who the school's First Aid Officer is. To report all head injuries to the First Aid Officer and to keep a record of any injuries treated.
7. To deal with minor accidents e.g. food spillage on floors, sickness and accidents in the toilets, including cleaning up where necessary.
8. To always carry and use rubber gloves provided for dealing with injury or mess.
9. To approach any visitors entering the school premises, check their bona fides and direct them to an appropriate member of staff.