



London Borough of Waltham Forest Children and Young People Services

JOB DESCRIPTION

Job Title:	School Midday Assistant (Primary)
Grade:	Salary Scale 3
Responsible to:	Business Manager/Snr MDA/Head teacher
Key Relationships:	Pupils, Admin Officer, School Leadership Team, Catering Staff, School Staff
Level of Disclosure:	Enhanced
Working Hours:	Monday to Friday 8 hours 45 minutes per week (11.30 – 1.15) School Term Time Only

Job Purpose

Under the direction of the supervisor/head teacher, to effectively supervise pupils during the lunch period, providing a continuous presence. To ensure the safety, welfare and conduct of pupils in accordance with school policy.

Midday Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon.

Key Duties and Responsibilities

- 1 To be responsible for supervising a group of pupils in the dining hall and others parts of the school during the lunch period, helping to organise the dining area and playground space appropriately.
- 2 To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of poor behaviour by appropriate intervention and report serious incidents to the senior midday supervisor/duty teacher/head teacher as appropriate.
- 3 To assist in the dining area and encourage good eating practices, ensuring safety with cutlery and courtesy towards servers and monitors. To encourage children to eat their midday meal and assist with cutting up food, pouring liquids, etc where necessary, paying particular attention to those with special needs or disabilities.
- 4 To be aware of pupils on special or restricted diets for medical reasons from information provided.

- 5 To deal promptly with minor incidents, eg cleaning up food spillages, pupils' accidents with toileting and changing clothes.
- 6 To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.
- 7 To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- 8 To assist with both inside and outside play activities encouraging all children to take part, to co-operate and show respect for others.
- 9 To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person.
- 10 To be aware of responsibilities under child protection legislation and report any concerns to a senior supervisor or the head teacher.
- 11 To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- 12 In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the head teacher.

In addition, all school employees are expected to:

- Have a full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.

Employee signature: _____

Name: _____

Date: _____

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Children and Young People Services**

SCHOOL MIDDAY ASSISTANT (PRIMARY) - PERSON SPECIFICATION

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		✓
Experience of working with children	✓	
Experience of working as part of a team to achieve objectives		✓
Education and Training		
Ability to communicate effectively in English	✓	
Ability to speak a community language other than English		✓
Skills, knowledge and abilities		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Other Job Specific Requirements		
A willingness to promote the ethos of the school	✓	
Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
<u>Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.</u>	✓	
Disqualifying Factors		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)