

St. Stephen's Primary School - Midday Assistant

Job Description

General Duties

The duties of a Midday assistant are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the Headteacher, a member of the Senior Leadership Team or another line manager as directed by the Headteacher. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.

Key Responsibilities

- To organise and supervise the entry of the pupils into the dining room.
- General supervision of pupils during the service of meals.
- To maintain adequate standards of table manners and eating habits.
- To assist with the cutting of meat and other food items for infant pupils.
- To organise and supervise the pupils during exit from the dining hall following the clearance of tables.
- To wipe tables in the dinner hall to ensure hygienic eating conditions
- To supervise pupils before or after the meal in the playground, hall, corridors or classrooms
- To organise and participate in large group games which encourage teamwork
- To report all accidents/illnesses requiring attention to a qualified First Aider
- To carry out responsibilities under common law and the Health and Safety Act and
- To adhere to the school's health and safety policy.
- To maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti bullying policies.
- To treat all children equally regardless of gender, race, religion, culture or disability.
- To report any matters involving child protection immediately to the headteacher.
- To undergo training as required.
- Such other duties as may be required by the Headteacher

Person Specification

Experience

Previous experience of working with children would be an advantage

Personal Qualities

- A friendly but firm manner
- A tactful, patient approach when supervising children
- An awareness of the need for confidentiality
- An awareness of safety factors in the school environment
- A willingness to undertake training as appropriate
- Enthusiasm and a love of working with children