

# The St. Bart's Academy Trust

## Job Description



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|                   |  |
|-------------------|--|
| <b>Job Title:</b> | <b>Midday Activity Assistant (Schools Generic)</b> |
| <b>Grade:</b>     | <b>Level 2 (Gauge Ref: N351)</b>                   |

### Job Purpose

To work as part of a team monitoring pupil behaviour during the midday break.

#### Key Duties / Responsibilities

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs
2. Report incidents in line with school policy
3. Assist in the supervision of other activities during the midday break, including setting out and storing equipment
4. Encourage pupils to select and eat healthy balanced meals
5. Clean up spillages of food or liquid during meal service
6. Wipe down tables and clean dining areas between meals
7. Undertake similar work at other times, such as before and after school
8. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
9. Any other duties appropriate to the post.

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## Person Specification



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### Person Specification

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

|   | <b>a</b> | <b>b</b> | <b>c</b> |
|---|----------|----------|----------|
| Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities. | ✓        |          |          |