



JOB DESCRIPTION

Midday Assistant

REPORTS TO:	Headteacher, Senior Leaders
PAYSCALE:	Band 1, Points 1-3 (£3,336.48 - £3,417.45 per annum inclusive outer fringe allowance)
LOCATION	Little Parndon Primary Academy
TERMS:	6.5 hours per week, 38 weeks (term time)
CONTRACT:	Start date as soon as possible, Fixed Term until August 2025

PURPOSE OF THE JOB

- Ensure 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
- To take care and supervise all of the pupils on the Academy premises during breaks between teaching sessions.
- To monitor all pupils during break periods.

Liaison with:

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Specific Responsibilities

- Work together with the Catering Team to ensure a smooth lunchtime service.
- To assist pupils in selecting their meal and sitting in an appropriate place in the dining hall.
- To assist pupils with eating their meals, if applicable.
- Promote inclusivity and contribute to the positive development of pupil's social skills.
- Organise and lead games and activities with the pupils.
- Expect and encourage good manners and independence with clearing away.
- To model and promote the school's values and implement the school's behavior policy to ensure consistently high standards of behavior throughout the school day.
- To undertake regular first aid training and administer first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- Work with the midday team to ensure that the dining hall is swept, clean and tidy during and by the end of the lunchtime period.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Actively communicate with teaching colleagues to ensure a smooth transition between lunch and learning times.
- Resolve issues in situ, escalating serious incidences to teachers or SLT.

General Responsibilities

- To attend relevant training and meetings as required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To respect confidentiality at all times.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Midday Assistant

Person Specification – Midday Assistant			
		Essential	Desirable
Qualifications and documentation	1. GCSE English and Maths (A* - C) or Equivalent (Level 2 Basic Skills Literacy/Numeracy)		X
	2. Enhanced DBS and validated references	X	
	3. Eligibility to work in the UK	X	
	4. First Aid Qualification		X
Experience	1. Successful recent experience working with children in a school environment	X	
	2. Knowledge of relevant policies & procedures	X	
Knowledge Skills / Competencies	1. Good literacy and numeracy skills.	X	
	2. Good knowledge of relevant technology	X	
	3. Effective communication skills both oral and written	X	
	4. Ability to adapt communication style where appropriate	X	
	5. Ability to exchange routine verbal information clearly with both children and adults.	X	
	6. Demonstrate tact and sensitivity in contentious situations	X	
	7. To be welcoming and calm	X	
	8. Knowledge of first aid		X
	9. Maintenance of confidentiality	X	
	10. Understanding of Child Protection & Safeguarding policies.	X	
	11. Knowledge of relevant codes of practice and Academy policies	X	
Personal Qualities	Characterised as:		
	1. Work effectively as part of a team.	X	
	2. Work calmly under pressure.	X	
	3. Subject to interruption and conflicting demands.	X	
	4. Effective time management.	X	
	5. To be flexible.	X	
	6. Follow instructions accurately.	X	
	7. Ability to prioritise work effectively.	X	
	8. Use own initiative and work independently.	X	
	9. Accuracy and attention to detail.	X	
	10. Communicate effectively with adults and children, verbally and in writing.	X	
	11. Have high expectations of self.	X	
	12. Committed to personal and professional development.	X	
	13. Awareness of, and commitment to, equalities issues.	X	