

Job Description

Job Title	Midday Assistant
Reports to	Chef Supervisor
Line Management of	n/a
Salary / Grade	Pathway 1, points 1 - 3
Date Last Evaluated	March 2021
Core Purpose	To prepare the dining hall for lunchtime service, supervise children's behaviour, assist with food service, and ensure cleanliness after meals.

Key Responsibilities
<ul style="list-style-type: none"> • To supervise pupils during the lunchtime period in the Lunch Hall and/or Academy open play spaces. • To help pupils during their lunch period, enabling them to eat their lunch in the time allowed. • To challenge inappropriate pupil behaviour in line with the Academy behaviour management policy. • To deal with any incidents that take place during the lunchtime period, referring to specialist staff as appropriate (e.g. first aider). • To report any incidents to class Teachers / Junior College Leader, as appropriate. • To facilitate the smooth running of the Refectory, including supervising pupil behaviour and encouraging pupils to move on when finished. • To set up and put away the tables and any associated equipment ensuring that the refectory is ready for its next use. • Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy).
General Responsibilities
<ul style="list-style-type: none"> • Provide a courteous and efficient service at all times. • Using their influence with other staff and students to promote high standards of behaviour and order within the Trust. • Take on any additional responsibilities which might from time to time be reasonably determined. • Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board. • Demonstrate a positive commitment to equality and diversity. • Engage with appropriate training opportunities to promote professional effectiveness in this role. • Promote a flexible approach to meet the changing needs of the Trust.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**

- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.