



St Philip Westbrook

C of E Primary School

"Together we aim high and with God's love we can fly"

JOB DESCRIPTION/SPECIFICATION

MIDDAY ASSISTANT

The responsibilities of a Midday Assistant are:

- to escort pupils to and from the dining area, as necessary.
- to ensure that pupils are in the dining hall at the correct time.
- to help younger pupils at the servery counter with the proper use of cutlery, and help them cut up their food when necessary;
- to assist younger pupils with the return of used plates, trays, cutlery and beakers when necessary.
- to supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use.
- to set-up/put away tables and chairs and ensure all surfaces are clean and tidy.
- to take charge of groups of children in the playground or the classroom, depending on the weather.
- to follow 'happy play times' program of play, rewards and consequences.
- to ensure that children remain within a safe environment, and that they play safely;
- to set suitable behaviour standards in line with school policy.
- to help children acquire social skills.
- to attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- to attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance.
- to report to the class teacher any acts that constitute serious infringements of school rules and to write all other incidents in the class book, which must be given to Teachers at the end of each session.
- to liaise effectively and professionally with staff.
- to attend training, as required.
- to be committed to safeguarding and promoting the welfare of children and young people.
- to adhere to School Policies and Procedures.