

BARROW HALL PRIMARY SCHOOL
GRADE 3 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. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the headteacher.

Key Responsibilities

1. To organise and supervise the washing of hands and hygiene of pupils.
2. Organisation of the entry/exit of the pupils into the dining room.
3. General supervision of pupils during the service of meals.
4. To maintain adequate standards of table manners and eating habits.
5. To assist with the cutting of meat and other food items for EYFS/KS1 pupils.
6. Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by Headteacher. This includes initiating and playing games with the children,
7. To provide emergency treatment for accidents and to record such treatment in line with First Aid Training.
8. To report all accidents/illnesses as per the school systems.
9. To inform the Headteacher if a pupil is to remain indoors.
10. To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school's health and safety policy.
11. The organisation and management of large numbers of pupils.
12. To maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti bullying policies.
13. To wear a name badge in order to promote courteous and polite behaviour at all times.
14. To ensure that local authority policies on equality are adhered to by not differentiating between children on grounds of gender, race or disability.
15. To promote adherence to the school's code of conduct.
16. To report any matters involving child protection immediately to the Headteacher (other senior leaders in her absence).
17. To undergo training as required e.g. Manual Handling, Child Protection.
18. Such other duties as may be required by the Headteacher.
19. In case of absence, ring school and inform them by 9.30am so that an authorised replacement can be found.