

## Job Description **Midday Assistant Level 1**

Start Date:	February 2025
Responsible to:	Headteacher
Location:	Oakdale Junior School
Grade:	Grade C, SCP 3-4 (£12.45- £12.65 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

Responsible for supervising pupils during the lunch break and maintaining a clean and hygienic area in which to eat food or working in the servery, serving meals and dishwashing.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

### Main Duties & Responsibilities

1. Be ready at the classroom / playground/hall and servery five minutes before the lunchtime with the necessary equipment.
2. Ensure pupils have clean hands before eating.
3. Encourage good table manners and orderly behaviour.
4. Clean tables, chairs and floor, if necessary, at the end of lunchtime and return equipment to the designated area. This can begin as the children on each table all finish their meal.
5. Work with your colleagues to cover the playground and the classrooms / hall during any changeover and serve meals.
6. Undertake care of all pupils during the lunchtime period, administering simple first aid as required or advising first aider, clearing up any sickness and circulating among the children in the eating area and playground
7. Keep a check on the inside of the school throughout the lunchtime.
8. Report any major injury to the Head or Deputy and the School Business Manager.
9. Ensure that no pupil leaves the premises during the lunchtime without permission. Check and challenge any unknown persons on the site.
10. All visitors to the school during the lunchtime should be approached and escorted to the office.
11. Undertake playground duties to supervise pupils in the designated areas.
12. Undertake care of the pupils in the classroom if the weather is wet.
13. If a class is absent from school on a visit any 'spare' supervisor will 'float' to give extra assistance as instructed.

14. After lunch supervisors are to clean up in the kitchen, washing any items used (plates, knives etc.) if there are not enough Kitchen staff.

#### **Additional Information**

- It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.

#### **Supervisory / Managerial Responsibility**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and the Operations Manager will undertake to arrange this, where possible, on request.

#### **Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

## Person Specification      Midday Assistant Level 1

Criteria	Essential	Desirable	Method of Assessment
Qualifications:		<ul style="list-style-type: none"> <li>• Basic First Aid training</li> <li>• Food Hygiene training</li> </ul>	Application form Certificates Interview
Experience		<ul style="list-style-type: none"> <li>• Working with children in primary schools</li> </ul>	Application form Interview References
Professional Knowledge		<ul style="list-style-type: none"> <li>• Able to work constructively as part of a team</li> </ul>	Application form Interview References
Professional skills & abilities	<ul style="list-style-type: none"> <li>• Ability to work with individuals and small groups of children.</li> <li>• Willing to undertake training as required</li> <li>• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>		Application form Interview References
Physical skills & abilities	<ul style="list-style-type: none"> <li>• Ability to work with and control children showing care and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Able to exert moderate physical effort; crouching or bending when working with pupils</li> </ul>	Application form Interview References

Whilst originally based at Oakdale Junior School, the post holder may be required to travel to other local sites, including other CLP schools.