



Holy Family Catholic Multi Academy Trust

Job Description

Job Title	Midday Assistant
Location	St Augustine's Catholic Primary School and Nursery
Responsible To	Headteacher
Salary Grade	Band A, scale point 2 £22,366 FTE, (£2,626 actual)
Contract	This is a part-time, permanent contract, 5 hours per week, 38 weeks per year (term time only, holidays to be taken in non-term time).

Key Purpose of Job

The duties of a Midday Supervisor are to act as a member of the team, supervising pupils during the lunch break and to sustain the welfare and the safety of the pupils during the break period as directed by the Headteacher/Senior Supervisory Assistant. Cleaning duties are included in the role. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.



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Key Responsibilities of the Post

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Report incidents in line with school policy.
- To organise and supervise the washing of hands and hygiene of infants/junior pupils.
- Organisation of the entry of pupils into the dining room.
- To assist with the cutting of meat and other food items for infant pupils.
- To undertake the general supervision of pupils during the service of meals and to maintain an adequate standard of table manners and eating habits.
- To provide adequate training in the use of cutlery.
- To provide welfare and supervision of all pupils before or after the meal and in the playground, hall, corridors and classrooms as instructed by the senior member of classroom staff.
- To supervise younger children with toileting.
- To provide emergency treatment for accidents and to record such treatment.
- The organisation and management of large numbers of pupils.
- To supervise classes of children inside school during wet lunchtimes.
- To maintain discipline during the lunch break and to promote adherence to the School's Behaviour and Anti Bullying Policies.
- To ensure that Policies on Equality are adhered to.
- To promote adherence to the School's Codes of Conduct.
- To carry out responsibilities under common law and Health and Safety Act.
- To report any matters involving Child Protection immediately to the Head of School
- To undergo training as required. On occasions the Midday Assistant may be required or invited to participate in training outside their normal working hours. In this event the Midday Assistant would be expected to do all that he/she could do in order to attend such training and would be paid overtime for the extra hours worked.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
- To assist the midday supervisor in the storage of tables and benches at the end of lunch service.
- Encourage pupils to select and eat healthy balanced meals.
- Clean up spillages of food or liquid during meal service.
- Wipe down tables and clean dining areas between meals.
- To perform other duties considered reasonable that are commensurate with the grading and designation of the post as directed by the Head of School.



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Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

Normal office environment

Other Duties

- To undertake additional duties as required, commensurate with the level of the job
- To contribute to the effective working of the HFCMAT
- Maintain positive, professional relationships with students, parents/carers and teachers
- To participate in induction training, staff review processes and professional development opportunities
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled
- The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Professional Development	GCSE English and Maths (grade C or above) or equivalent	E	A, C
	Willingness to identify and take part in relevant self-development opportunities	E	A, C, I
	First Aid Qualification	D	A, C
	Qualification in Childcare or Playwork	D	A, C, I
B. Experience	Can follow procedures and instructions	E	A, I, R
	Ensuring pupil safety	E	A, I, R
	Ability to work as part of a team	E	A, I, R
	Experience of supervising children	D	A, I, R
	Working within a school setting	D	A, I, R
C. Knowledge/ Skills	Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act	D	A, I
	A good team player with good interpersonal skills and the ability to work effectively as part of a growing organisation	E	A, I
	The ability to respond effectively and build good relationships with pupils and parents	E	A, I



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	Good level of written and verbal skills	E	A, I
	Ability to exercise discretion and maintain confidentiality	E	A, I
	Good organisational skills with the ability to multitask	E	A, I
	Good IT skills in particular Excel, Word and email	E	A, I
	Good interpersonal / communication skills	E	A, I
	Ability to overcome communication barriers with children and students	E	A, I
D. Other Conditions	Satisfactory pre-employment checks including Enhanced DBS	E	C

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference

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