



## MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

### Job Description

<b>Job Title:</b>	<b>Midday Assistant</b>
<b>Grade:</b>	<b>Scale 1a (term time only)</b>
<b>Department:</b>	<b>Children Services</b>
<b>School:</b>	<b>Manor Junior School</b>
<b>Reports to:</b>	<b>Deputy Headteacher</b>
<b>Responsible for:</b>	<b>NA</b>
<b>Number of Posts Supervised/Managed:</b>	<b>None</b>

#### 1. Purpose of the Job:

- Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.

#### 2. Main Activities

- Providing safe, creative and appropriate play opportunities and taking part in direct play work
- Promoting the rules, aims and objectives of Manor Junior School, and using these as a guide for daily activities.
- Supervising the pupils in the dining hall, playground areas and school premises
- Lunch hall duties (for example organisation of children to allow safe and efficient progress through the dinner queue to seating and exit from the dinner hall, cleaning up spillages, ensuring tables are clean etc.)
- Liaison with the Deputy Headteacher and staff to provide continuity in approach to behaviour and health and safety issues
- Supervising the storage of equipment specifically related to lunchtime activities
- Ensuring that all activities are carried out in accordance with our Equalities Policy.
- Ensuring the provision of good standards of physical and emotional care.
- Developing good relationships with children, teachers and lunchtime supervisors
- Preparation of school for the dinner period. – assisting with layout out of necessary furniture and receptacles to allow dinner period to be carried out efficiently.
- Working as a team to supervise children at play. This involves coverage of the site effectively securing the boundaries.
- During a 'wet' lunchtime the efficient supervision of the children in the classrooms and meeting the needs to process the children through lunch.
- The efficient handling of First Aid requirements. Passing on to qualified staff cases that require specific attention.

#### 3. Safeguarding Responsibilities

- To work in line with the schools safeguarding policies and procedures.



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### **4. Information Technology**

- Be conversant with and use Information Technology facilities available within the department.
- Utilise information technology equipment in connection with the duties of the post.

#### **4.1. Support for Colleagues**

- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- Communicate openly and honestly with colleagues.
- Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

#### **4.2. Personal Development**

- Maintain an up to date understanding of the requirements of the role and responsibilities.
- Undertake appraisal/performance review.
- Undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.
- Attending relevant training sessions and meetings related to the position

#### **4.3. Health and Safety**

- Follow health and safety regulations and guidelines when attending to pupils' hygiene, health and medical needs.
- Promptly report any problems in maintaining standards of health and hygiene to the SBM.

#### **4.4. Customer Care**

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

### **5. General Accountabilities and Responsibilities**

- This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.
- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.



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The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

**Midday Assistant:** .....

**Date:** .....

**Headteacher:** .....

**Date:** .....