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**JOB DESCRIPTION**

**Midday Assistant**

 **Scale 2: point 3**

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**PERSON REPORTS TO:** Assistant School Business Manager

**PERSON SUPERVISES:** No staff supervisory responsibility.

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**PURPOSE OF JOB:**

To assist the Head Teacher as required, in order to care for the safety and well-being of pupils staying for a school meal.

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**EQUAL OPPORTUNITIES:**

The school has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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## DUTIES AND RESPONSIBILITIES

1. To ensure orderly behaviour in the Dining Room.
2. To assist pupils when they are unable to assist themselves.
3. To clear up any food spillage, water or sickness
4. To supervise the return of empties and waste food.
5. To attend to minor accidents and report such to the Head Teacher or Senior Supervisory Assistant.
6. To supervise pupils in the playground or in the school during inclement weather, under the direction of the Head Teacher or Senior Supervisory Assistant.
7. To report immediately, any untoward circumstances.
8. Such other duties, within the competence of the postholder, which may be required, from time to time.

### PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

**FACTOR REQUIREMENT METHOD OF ASSESSMENT**

#### Experience Experience of dealing with Application Form/Interview

 children either in a domestic

 or work environment.

Knowledge Knowledge of and ability to Application Form/Interview

 supervise children. Ability

 to understand children’s behaviour

 and to respond to their needs in

 varying circumstances.

 Understanding of basic issues of Application Form/Interview

 hygiene and child safety.

 Ability to act quickly and Interview

responsibly in the event of

accidents or untoward

circumstances.

Ability to communicate well Interview

with children.

Ability to undertake all duties Interview

In line with the Council’s Equal

Opportunities Policy.