



ST. HELEN'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION

MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER
IN HEAVEN.**

Job Title: Midday Assistant

Grade:

Report to: Senior MDA/School Business Manager

Responsible for: All pupils

Liaison with: Pupils, Teaching and Catering Staff

Job Purpose: To maintain the safety, welfare and happiness of our pupils during the midday break.

Duties

- To respect confidentiality at all times.
- To understand and ensure the application of school policies in relation to health, safety, welfare and behaviour of pupils.
- To be good role models, demonstrating respect to all in our care – in line with our Mission Statement.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- To encourage good behaviour in the dining hall and on the playground.
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall.
- To assist children with eating their meal if applicable.
- To organise and lead games and activities with the children.
- During wet plays, ensure that the children are involved in a seated activity of a constructive nature and that the children are calm at the end of the session (by reading them a story, telling jokes etc) ready for their afternoon learning.
- To administer basic first aid as required.
- To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- To clear tables when meals are finished and clear up any associated spillages.
- To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.
- To attend relevant training and meetings as requested.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.
- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

**THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND
PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND
EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS
COMMITMENT.**