



St. Mary's Catholic Primary School

Job Description SENIOR Midday Assistant

Grade 1

The post holder reports to the Headteacher, Senior Leadership Team, Teachers and pupils.

Purpose

Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher. Support the school in leading a small team of midday staff to supervise the children during the lunchtime period at play, rest and whilst eating.

Main duties and responsibilities

1. To communicate positively with the pupils in their care.
2. To ensure that the systems and processes of lunchtime as adhered to by all.
3. To supervise pupils in the dining area/s and elsewhere as required by the Headteacher.
4. To help create a positive atmosphere so that the meal and lunchtime recreation is a positive experience for pupils and staff.
5. Supporting pupils who have minor accidents or are unwell with the administering of first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
6. To report more serious accidents to the Senior Leaders or Headteacher.
7. Where the need arises, for instance with young children, or children with special needs, attending to their physical needs such as hand washing, feeding and toileting.

Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.



St. Mary's Catholic Primary School Person Specification

SENIOR Midday Assistant

To demonstrate an interest and involvement in working with ALL pupils

The ability to understand as well as supervise pupils

Ability to respond positively to everyday situations

Ability to communicate with others in a positive manner

Ability to support the Catholic Ethos and Values of St. Mary's

Ability and skills to lead a small team in providing positive experiences for ALL the pupils

Ability to undertake First Aid and support the medical needs of all of our pupils

Personal Styles and Behaviours

Willingness to consent to and apply for an **enhanced DBC** check

Tact and diplomacy in all interpersonal relationships

Personal commitment to following all school policies and procedures especially those of safeguarding

Commitment to supporting and **engaging** in physical activities with all of the pupils

Personal commitment to excellence in service delivery

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards

Discretion in dealing with confidential and sensitive issues

To carry out all duties with full regard to the Tameside Borough Council Equal Opportunities Policy