



# Midday Assistant Preparatory School

## Job Purpose

Acting as part of a team to be responsible for the safety, welfare and good conduct of all children at lunchtime, either outside or within school if wet.

## Hours

Monday to Friday, 2.25 hours per day (between 11.30 am and 2.05 pm)

## Report to

Director of Pastoral Care and Wellbeing

## Department

Early Years, Key Stage 1 and 2

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## Key Responsibilities & Accountabilities

- Understand and follow the School guidelines for Midday Assistants.
- Assist children with choosing and eating their food in the dining hall.
- Ensure the safety and behaviour expectations of the children throughout lunchtime in line with the school health and safety/ behaviour policy.
- Escort the children to and from the dining hall in an orderly and safe manner.
- To encourage and support the children in their play.
- To promote positive behaviour amongst the children.
- To treat any minor injuries, but to refer more serious incidents or head injuries to the nurse or to the teaching staff.
- Attend relevant training and meetings as required.

## Personal Specification

- Enjoy working in a school environment.
- Be reliable, punctual and flexible.
- The ability to communicate, listen well and liaise with all levels of staff and pupils is essential.
- Versatility and the ability to act on own initiative. To have a calm and friendly manner.
- Integrity and confidentiality are essential.
- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- Ability to complete simple paperwork e.g. log incidents/accidents clearly.
- Be willing to work as part of a team.

## Desirable

- To have demonstrable experience of working with children.

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## **Safeguarding**

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

### **Awareness and Vigilance:**

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

### **Reporting Concerns:**

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

### **Creating a Safe Environment:**

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

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