



## GRAYS CONVENT HIGH SCHOOL

### JOB DESCRIPTION

**JOB TITLE:** Midday Assistant

**RESPONSIBLE TO:** Finance & Personnel Officer and Headteacher

**KEY LIAISON WITH:** Headteacher, Staff and Pupils

**JOB PURPOSE:**

To implement the School Lunchtime and Behavioural Policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

**ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.

To participate in employee development and training and Performance Management and contribute to the identification of own team development needs.

Child Protection - To be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

**PRINCIPAL TASKS**

- To be responsible to the Midday Supervisor for the supervision of pupils throughout the midday break
- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field areas and school premises.
- To ensure the care of pupils who are injured or unwell, giving comfort to distressed pupils.
- To work with the kitchen staff to ensure a smooth and professional midday service is provided.
- To deal with minor problems and report persistent unacceptable behaviour to the Headteacher or any other nominated member of staff.

- To ensure all pupils return promptly to registration at the end of the lunch period.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.

**Other duties:** The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Equal Opportunities:** The post holder must carry out his/her duties with full regard to the Equal Opportunities policy.

**Health & Safety:** The post holder must carry out his/her duties with full regard to the School's Health and Safety Policy

**Child Protection:** The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible or with whom he/she comes into contact

**Any other duties reasonably expected to be undertaken by a post holder at this level.**

**This job profile has been discussed and agreed between the employee and their manager. It reflects the key areas of accountability for the post holder.**

**Both parties recognise that a job profile does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.**

**Confirmation of discussion and agreement between the Headteacher and employee that this represents the role of the employee.**

Employee	Headteacher
<b>Name</b>	<b>Name</b>
<b>Signed</b>	<b>Signed</b>
<b>Date</b>	<b>Date</b>



# GRAYS CONVENT HIGH SCHOOL

## PERSON SPECIFICATION

**JOB TITLE:** MIDDAY ASSISTANT

**INFORMATION FOR CANDIDATES:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

Criteria	√ Essential Where relevant	√ Desirable Where relevant
<b>Skills and abilities:</b> Reliable	√	
Patient and understanding	√	
Ability to work as part of a team	√	
Flexibility and willingness to undertake a range of tasks in a friendly, timely and efficient manner	√	
<b>Specialist Knowledge:</b> First Aid Certificate		√
<b>Experience:</b> Previous experience in a school environment		√
<b>Education/Qualification:</b>		