HALTON BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	**Midday Assistant**
Post Ref No:	**F691**
Directorate:	**Children & Young People**
Division:	**Schools**
Grade:	**HBC1**
Responsible to:	**Midday Supervisor**
Responsible for:	

MAIN PURPOSE OF THE JOB:

To care for children during the lunch time break. They will work with a team of Midday Assistants in the dining area and playground

KEY DUTIES AND RESPONSIBILITIES:

1. Supervise the welfare security and good conduct of children during the midday break enforcing the expected standards of school discipline.

2. Oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include toileting, hand washing, cleaning spillages, insisting on and modelling good table manners.

3. Promote inclusion and acceptance of all pupils.

4. Promote a positive ethos and role model positive attributes, self-esteem and independence.

5. Provide pastoral support to pupils.

6. To administer basic first aid where appropriately trained. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that more serious incidents are brought to the attention of the First Aider. ***May be deleted if not appropriate to school need.***

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7. Work as part of a team, appreciating and supporting the role of other people in the team

8. Undertake personal development through training and other learning activities

9. Attend and participate in meetings as required.

10. Be aware of and comply with policies and procedure relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

11. Be aware and support difference, by helping to ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

Prepared by:	
Job Title:	
Date:	
Date for Review:	

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