

Job Description

MIDDAY ASSISTANT

Post Title:	Midday Assistant
Base:	Stamford Bridge Primary School
Salary:	NJC SCP 2, £24,413 (this will be pro-rata for part time and term time only working)
Line Management:	People and Estates Lead
Contract:	7.5 hours per week, 11.40am to 1.10pm, Monday to Friday, Term time only, Permanent

Core Purpose:
To be responsible and assist in the day -to-day supervision of children during the lunchtime periods and service of food at the school.

Duties & Responsibilities:
- To prepare the dining hall for lunch service, including setting up of tables where necessary. - Manage queues and maintain an orderly system including ensuring tables and eating areas remain clean and tidy. This will involve ensuring pupils wait in line, wiping tables, and re-stocking trays and cutlery. - To supervise pupils during the lunchtime period as directed by senior members of staff (to include dining hall and outdoor areas during the lunchtime period) ensuring pupils behave appropriately at all times, keeping themselves and others safe. - Behave sensibly, professionally, responsibly and as a role model, encouraging pupils to behave appropriately at lunchtimes. - Treat others with dignity, building positive working relationships with colleagues and pupils within appropriate parameters. - Be mindful of potential health and safety issues and risks, managing risks where appropriate (e.g. ensuring pupils follow rules regarding lunchtime activities) and escalating them when necessary. - Administering First Aid when necessary and recording entries into the accident book. - Adhere to the Expectations and Code of Conduct which ensures staff and pupils remain safe at The Wonder Learning Partnership, based at School name escalating issues relating to safeguarding as per the safeguarding protocols, seeking advice from either a member of the safeguarding team or a senior member of staff in a discreet, professional manner. - All duties must be carried out to comply with the Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; Codes of Practice; and established local authority procedures. - Where appropriate it will be required to wear any uniform or protective clothing. - The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
Other duties and responsibilities Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications and Experience			
Basic GCSEs or equivalent, including English and Maths		X	A/C
Certificate in Level 2 Food Safety and Hygiene		X	A/C
Professional knowledge and understanding, skills and attributes			
Experience of working within schools or similar environments		X	A/I
Ability to serve hot and cold food	X		A/I
Cleaning of catering areas either in a professional or personal situation	X		A/I
Basic or Intermediate food hygiene certificate		X	A/I
Allergen training		X	A/I
First Aid training		X	A/I
To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	X		A/I
An understanding of children with special needs and dietary requirements		X	A/I
Personal skills/attributes			
Ability to use own initiative and to work constructively as part of a small catering team and work with minimum supervision	X		A/I/R
Flexible and able to adapt to changing demands	X		A/I
Good verbal communication and interpersonal skills – ability to communicate with children and adults	X		A/I
Good attendance record and time keeping, along with a professional image for the school	X		A/I
A commitment to safeguarding and promoting the welfare of children and young people	X		A/I/R
Recent accredited safeguarding training and sound understanding of statutory safeguarding requirements including importance of confidentiality		X	A/I/R
The post holders are subject to a satisfactory enhanced DBS disclosure.	X		A/I/R
Willingness to support the school's policies and procedures in all areas.	X		A/I/R
Committed to providing a high-quality service for the school.	X		A/I/R

A= Application; C = Certificate; R = Reference; I = Interview

Note - This person specification is not necessarily a comprehensive definition of the post. It will be reviewed during the first year and may be subject to modification and amendment after consultation with the post-holder.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts