



## **MID-DAY ASSISTANT**

THE DUTIES REQUIRED OF THE MID-DAY ASSISTANT ARE ALLOCATED BY THE PRINCIPAL AND ARE AS FOLLOWS:-

1. TO BE RESPONSIBLE TO THE PRINCIPAL FOR THE SUPERVISION OF CHILDREN THROUGHOUT THE MID-DAY BREAK (I.E. THE INTERVAL BETWEEN THE CLOSE OF THE MORNING SCHOOL SESSION AND THE RE-COMMENCEMENT OF SCHOOL IN THE AFTERNOON).
2. SUPERVISION OF QUEUES WAITING TO ENTER THE DINING ROOM.
3. SUPERVISION OF THE DINING HALL AND REPORTING OF ANY UNRULY BEHAVIOUR TO A MEMBER OF THE SENIOR LEADERSHIP TEAM.
4. SUPERVISION OF ALL AREAS, BOTH INSIDE AND OUTSIDE, WHERE PUPILS CONGREGATE DURING LUNCHTIME.
5. IN THE CASE OF NURSERY AGED CHILDREN, INFANTS AND PUPILS WITH SPECIAL NEEDS, ASSISTING WITH TOILETING REQUIREMENTS AS NECESSARY.
1. TO HELP CREATE AN ATMOSPHERE SO THAT MEALS AND LUNCH TIME RECREATION ARE PLEASANT EXPERIENCES FOR PUPILS.
6. TO BE AWARE OF INDIVIDUAL PUPILS WITH SPECIAL EDUCATIONAL NEEDS.
7. LEAVE THE DINING HALL IN A TIDY CONDITION.

## **GENERAL DUTIES RELATING TO THE PREMISES**

1. To know fire drill arrangements and be prepared to take action in the event of an emergency.
2. To be aware of site entrances, exits, boundary perimeters and access sites for public service vehicles.
3. To undertake training during normal working hours and, by agreement, outside working hours if necessary.

## **PERSONAL SPECIFICATION, MID-DAY ASSISTANT**

### **1. EXPERIENCE/EXPERTISE**

PREVIOUS EXPERIENCE OF WORKING WITH CHILDREN WOULD BE AN ADVANTAGE.

### **2. PERSONAL QUALITIES**

A FRIENDLY, BUT FIRM MANNER.

A TACTFUL, PATIENT APPROACH WHEN SUPERVISING THE CHILDREN.

AN AWARENESS OF THE NEED FOR CONFIDENTIALITY AND DATA PROTECTION.

AN AWARENESS OF HEALTH & SAFETY FACTORS IN THE SCHOOL ENVIRONMENT.

A WILLINGNESS TO UNDERTAKE TRAINING AS APPROPRIATE.