



VALENCE PRIMARY SCHOOL

MIDDAY ASSISTANT JOB DESCRIPTION

GRADE: Scale 2

CORE PURPOSES OF THE JOB:

- To ensure the safety and welfare of children throughout the lunch break
- To respond and relate to the children in accordance with school policies, ensuring the maintenance of a positive ethos and following guidelines regarding behaviour management
- To ensure the cleanliness and provision of dining room furniture and cutlery during the lunch break.
- To ensure children abide by dining room 'rules', especially use of cutlery and quiet behaviour.
- To ensure cutlery, beakers, furniture, and floor are cleared of debris and spillages at end of lunch break in preparation for cleaning by School Catering staff.
- To ensure supervision of cloakrooms toilets and corridors during the lunch break
- Administer First Aid for minor injuries complying with guidelines
- To ensure Lunchtime Guidelines are adhered to regarding supervision of pupils, inside the dining room, car park and play areas
- To ensure supervision of adventure track complies with guidelines and risk assessment
- To ensure Lunchtime Guidelines are adhered to regarding supervision during wet lunchtimes
- To understand and comply with school Health and Safety policy (copy in restroom)
- To approach visitors entering school premises following agreed school procedure
- To understand and comply with the LEA's Equal Opportunities Policy
- Administer medication when necessary for a child with medical problems after undertaking training.

These duties are neither exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and competence of the postholder.

This job description may be amended at any time after consultation with you.

STAFF MEMBER.....**SIGNED**.....**DATE**.....

SIGNED: HEADTEACHER:.....**DATE**.....