

Job Description: Midday Assistant (Clementswood Federation)

Key Responsibilities and Role

- Organisation of the safe entry of the pupils into the dining room and oversee them during the service of meals.
- Support in maintaining high standards of table manners and eating habits.
- To assist with the cutting of food and other food items for pupils who may need help.
- To organise and supervise the pupils during exit from the dining room.
- To ensure the dining room is clean, including the floors and tables – before, during and after meals.
- Provide supervision of pupils before or after their meal in the playground, hall, corridors and classrooms – ensuring they are safe and well cared for.
- To engage with children and play games with them in order that they may have a safe and enjoyable lunch break.
- Liaise with office staff in relation to First Aid and school meals.
- To report all accidents/illnesses to a First Aid trained staff member.
- To follow all responsibilities in relation to health and safety, child protection and school policies.
- Maintain records related to children in line with school policies and procedures.
- To maintain discipline during lunch break and to promote adherence to the school's behaviour and anti-bullying policies.
- To promote a positive and inclusive culture within the school in line with the school's 5Cs.
- Such other duties as may be required by the head teacher or a member of the Upper Leadership Team.