Role Title	**Typically reports to**
Midday Assistant	School Business Manager/Headteacher
Salary details	**Working Pattern**
Band 1, points 1 to 3	11.50am to 1.20pm Monday to Friday, Term time only plus 5 days INSET (In Service Training)
Hours	
7.5 hours per week	

Purpose of the role (job statement)

To be responsible, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the period of the midday break period, in accordance with the practices and procedures of the Local Education Authority.

This post holder is responsible for ensuring that all Local Authority Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.

Responsibilities

Key duties:

1. Supervision of the children in the dining hall, playground areas and school premises both indoors and outdoors.
2. Ancillary duties (for example cleaning up spillages, ensuring tables are clean between sittings etc).
3. Ensuring the maintenance of good order and discipline, using the behaviour policy of the school.
4. Promoting social skills and language skills at lunchtime.
5. Dealing with minor accidents to pupils.
6. Maintaining confidentiality regarding pupils.
7. Reporting any problems to the teacher/Headteacher.
8. To develop lunchtime activities as agreed with the Headteacher.
9. To take part in the in-service training as required.
10. To respect confidentiality at all times.

Indicative knowledge, skills and experience

- Experience of working with children.
- A good standard of basic spoken and written English.

Safeguarding

The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements. This post is subject to enhanced Disclosure and Barring Services (DBS) Checks and satisfactory professional references.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification
Essential Criteria
The successful applicant must enjoy being surrounded by children and be able to form positive relationships. They must be committed to initiating supervised, fun play activities and to promote and encourage healthy eating. The successful applicant will be hard working, committed, flexible and reliable.