

# **Great Academies Education Trust**

## **Silver Springs Primary Academy**

### **JOB DESCRIPTION**

**Post:** Midday Assistant (5 hours)

**Reporting to:** Assistant Principal

**Salary Scale:** Band 1 SCP 2

### **JOB PURPOSE**

To ensure the safety, general welfare and conduct of children during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

### **KEY RESPONSIBILITIES**

- To supervise children in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To set out play equipment and lead fun activities and games for children in the designated play area.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of children to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist children, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist children, where necessary, with the use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- To maintain confidentiality by not discussing children outside of school.

#### **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings