



Job title: Midday Assistant

Salary / grade range	£4,343.62
Location	Co-op Academy Broadhurst
Reports to	Headteacher, Senior Lunchtime Organiser

Purpose of role:

To work as part of a team assisting in the supervision of the pupils in the dining area/classroom, playground and elsewhere as required by the Headteacher.

Key accountabilities (and specific duties / responsibilities):

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Report incidents in line with school policy.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment
- Take pupils who have minor accidents or are unwell to the Senior Lunchtime Organiser or first aider, for first aid where necessary, and if first aid is not necessary, comfort and reassure them.
- Where the need arises, for instance with young children, or children with special needs, attending to their physical needs such as hand washing, feeding and toileting.
- Encourage pupils to select and eat healthy balanced meals
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals
- Be committed to promoting and safeguarding the welfare of young children in line with the school's safeguarding policies.
- Any other duties appropriate to the post.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Experience <ul style="list-style-type: none"> Knowledge of school procedures for supervision of midday meals service and lunchtime activities. Experience of working with children 	Desirable Desirable	A, I A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Good communication skills Ability to respond calmly to everyday situations Good spoken English Knowledge of play and how to supervise play Able to work as part of a team Able to deal with any behaviour issues calmly and positively Knowledge of keeping children safe 		I I I A, I A, I A, I A, I
Personal Qualities <ul style="list-style-type: none"> Able to treat the children with respect and kindness Caring and nurturing manner Tact and diplomacy in all interpersonal relationships A genuine interest in working with and supporting children Desire to pursue own personal development and to undertake training as required Self motivation and personal drive to complete tasks to required timescales and quality standards Discretion in dealing with confidential and sensitive issues 		I I I A, I I A, I I



<ul style="list-style-type: none">• To understand and model the Academy's Equality and Diversity Statement		I
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.