

MIDDAY ASSISTANT / PLAY LEADER

JOB DESCRIPTION

RESPONSIBLE TO: Headteacher/Office Manager

PURPOSE AND SCOPE OF THE POST

Ravenbank's Play Team has a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all the children, so that they are physically and mentally prepared to learn during the afternoon. They effectively supervise pupils during the lunch period, provide a continuous presence and ensure the safety, welfare and conduct of pupils in accordance with school policy. Their work is carried out in the dining room and across the wider school or grounds.

The exact duties will be laid down by the Key Link Person in accordance with the specific needs of the school, but these will normally include:

PRINCIPAL DUTIES AND RESPONSIBILITIES

Dining room – Care and Supervision of Children including:

1. Supervision of groups or queues waiting for service in accordance with school organisation
2. Awareness of pupils on special or restricted diets for medical reasons as per information provided
3. Encourage good eating practices, ensuring safety with cutlery and courtesy towards staff and children
4. Assisting other MDA's with food distribution and cleaning activities
5. Assisting the younger children and supervising the older children to clear away their trays and cutlery

Playground and other Areas:

1. Monitor and support children's play activities and ensure they are playing safely in accordance with the play policy
2. Promote an inclusive environment and support children to resolve minor disagreements
3. If requested, empty the external bins after lunchtime

First Aid:

1. Render first aid in the case of a simple accident or call for assistance in more serious cases (care must be taken not to leave designated area unsupervised)
2. All accidents are to be reported to the Key Link Person (i.e. teacher/TA)
3. Write up each accident/incident on the child's injury record log at the end of each shift and ensure that the child is given an accident note to take home

General:

1. Communicate effectively with staff and pupils, promoting professional relationships
2. Deal promptly with minor incidents, e.g. cleaning up food spillages, pupils' accidents with personal hygiene and changing clothes
3. To be aware of responsibilities under safeguarding/child protection legislation and report any concerns to a designated safeguarding lead person
4. Notify school office of absence before 9.30 am
5. Adhere to lunch time protocol
6. Attend and participate in relevant meetings as required
7. To be alert to issues of child protection, ensuring that the welfare and safety of children

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

Also refers to Staff Handbook.

MIDDAY ASSISTANT PERSON SPECIFICATION – SELECTION CRITERIA

JOB TITLE MIDDAY ASSISTANT

GRADE Grade 3, Point 4 (£10.98ph)

DEPARTMENT Ravenbank Primary School

The successful candidate must meet the selection criteria as close as possible.

		a Essential/ Desirable	b Application Form	c Interview	d Test Written Submission	e Oral Presentation
a.	Skills; Good interpersonal and communication skills	E	✓	✓		
b.	Knowledge; Knowledge of first aid procedures	D	✓			
c.	Personal Qualities; Responsible attitude Pleasant, caring manner Ability to work within a team Ability to work on own initiative Flexible approach to work Good sense of humour with a patient attitude Awareness of importance of time-keeping and Punctuality	E E E D E D E	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓		
d.	Experience; Experience of working in a school environment Experience of working with children	D D	✓ ✓			
e.	Qualifications; Educated to G.C.S.E or equivalent standard First Aid	D D	✓ ✓			