

**BOROUGH OF POOLE**

**JOB DESCRIPTION**



Job Title:	<b>Midday Assistant Level 1</b>
Job Reference:	<b>SCH005</b>
School:	<b>Bearwood Primary and Nursery School</b>
Salary Grade:	<b>C - £23,114</b>
Responsible to:	<b>Operations Manager</b>
Responsible for:	<b>N/A</b>

**Main Job Purpose**

- 1) Ensure the safety, general welfare and conduct of pupils during the midday break period.
- 2) Assistance may also be given to school and cleaning staff with basic cleaning and some practical duties in and around dining areas.

**Main Responsibilities and Duties**

- 1) Supervise pupils 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.
- 2) Establish the safe and appropriate behaviour by effective intervention or referral to a senior member of staff.
- 3) Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- 4) Maintain good order in dining areas.
- 5) Where necessary, assist pupils with the collection of food and/or the return of trays or other items to the service counter.
- 6) Where necessary, assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- 7) Assist in the clearance of any spillages and wiping down, cleaning or resetting of tables as appropriate.
- 8) Assist in the setting up and removal of furniture where necessary.
- 9) Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.

- 10) Attend to minor incidents and report and record any incidents or untoward events as necessary using the school's agreed procedure.
- 11) Ensure that pupils do not leave the school without permission.
- 12) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas, and taking appropriate action should the need arise.
- 13) Support the school's first aid procedures by reporting any and every accident/injury to the identified First Aider who will record the incident.
- 14) Retain the confidentiality of all aspects of school life.
- 15) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 16) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 17) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

### **Supervision and Management of People**

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

### **Knowledge and Skills**

- 1) No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.
- 2) Understanding and an ability to implement the school's behaviour management policy and procedures.
- 3) Good understanding of Child Safeguarding issues.

### **Creativity and Innovation**

- 1) The post does not require creativity or innovatory thinking.
- 2) The post holder will follow school procedures.

## **Contacts and Relationships**

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) Contacts with other supervisory assistants and other school staff over general routine issues and reporting on any incidents over the lunch time period to the line manager.

## **Decisions**

- 1) The post holder will be supervising the movement and conduct of pupils and will be expected to intervene as appropriate to establish safe and proper behaviour.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

## **Resources**

- 1) The post has little or no responsibility for physical or financial resources.
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

## **Work Environment**

- 1) The post may require moderate physical effort, as some movement of furniture may be required.
- 2) The post holder may be required to work outside in moderately adverse conditions.
- 3) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

Prepared by: Human Resources  
Date: September 2008

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**PERSON SPECIFICATION**



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<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience not required</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend school-based training</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs</li> <li>• Good interpersonal skills</li> <li>• Discretion and sensitivity</li> <li>• Ability to work under own initiative</li> <li>• Ability to manage some challenging behaviour from pupils</li> <li>• Ability to handle confidential information with discretion</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school's behaviour and management policy and procedures (training provided in school)</li> <li>• Knowledge of school's fire and emergency procedures (training provided in school)</li> <li>• Knowledge of Child Safeguarding procedures (training provided in school)</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Team player</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced CRB check</li> </ul>	Application form Interview References CRB process