



ALL SAINTS CATHOLIC COLLEGE
A Voluntary Academy

JOB DESCRIPTION

TITLE: Midday Assistant

GRADE: A SCP 1-2

PURPOSE OF POST: To ensure the safety and general welfare and proper conduct of the pupils during the midday period.

PRINCIPAL RESPONSIBILITIES:

1. Supervise pupils immediately before, during and after the midday break in all required areas. This includes pupils who have a school meal as well as pupils who bring their own food.
2. Ensure the dining hall is left in a tidy condition.
3. In the event of a pupil becoming ill, distressed, or experiencing an accident, provide initial aid and summon qualified assistance. Ensuring all relevant reports are completed.
4. To assist with the clearance of spillages and wipe down, as necessary.
5. Ensure suitable behaviour standards are adhered to, in line with school policy and procedures.
6. Report to a Senior Member of Staff any inappropriate pupil behaviour/incidents during the lunchtime break.
7. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
8. To ensure the dining hall is left in a tidy condition and pupils move promptly to class.

DIMENSIONS:

Supervisory Responsibility: The job may involve the demonstration of duties to support and train new employees or trainees.

Financial Responsibility: Limited, if any, direct responsibility for financial resources.

Resource Responsibility: Limited responsibility for the use of school equipment.

Physical Effort: Some degree of physical effort required at frequent intervals, including standing, walking, lifting and carrying.

Working Environment: Regularly required to work outdoors and can be exposed to disagreeable, unpleasant and hazardous environment.

KEY REQUIREMENTS: Basic literacy and numeracy skills.