



Midday Assistant Job Description

POST REPORTS TO

Headteacher

MAIN PURPOSE OF THE JOB

To be responsible to the Headteacher for the care of children during the lunch break.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

KEY AREAS

1. To set up the environment for lunchtime.
2. To encourage the children to eat their food.
3. To create a positive, warm and friendly atmosphere at lunchtime.
4. To promote the development of good table manners.
5. To ensure the flow of the lunchtime experience for the children.
6. To encourage the children to participate in a range of activities indoors and in the garden.
7. To discuss and promote positive behaviour with the children.
8. To support the children's independence during the whole lunchtime with eating, putting on their coats etc.
9. To support children who have become ill, distressed, or who have an accident, provide initial aid and complete records
10. To assist children with washing hands and toileting as required
11. To support the cleaning of the Nursery (on a rota basis) to ensure it is ready for the afternoon session
12. To load the dishwasher on a rota basis. (Which you are paid overtime for)
13. To report to the key person of the children they have sat with any concerns which arise.
14. To attend INSET days (once a year) and Midday Meetings (termly). (Both of which you are paid overtime for)
15. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

Job description agreed correct by:

Postholder: Date

Headteacher: Date