



We are committed to safeguarding and promoting the welfare of children

JOB DESCRIPTION

Designation:	MIDDAY MEALS ASSISTANT
Grade:	Medway Scheme Grade E2 – Point 10
Employed for:	10 Hours a Week, Term Time Only
Hours:	12.15 pm – 2.15 pm Monday to Friday
Professional Relationships:	
Responsible to:	Breakfast & Midday Meals Team Leader

Purpose: To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedures of St John Fisher Catholic School.

1. Accountability

- (i) Supervise pupils in the lunch areas, playgrounds or other parts of the school premises.
- (ii) Support students to get to lessons on time
- (iii) Ensure good standards of behaviour by the students are maintained around the building
- (iv) Assist in dealing with problems arising from unruly behaviour and report such matters to the Headteacher, Senior Supervisory Assistant or designated officer
- (v) Assist with associated ancillary duties (eg cleaning up spillages, ensuring tables are clean, etc)
- (vi) Ensure school security regulations are upheld.

2. Person Specification

Good general education.

Previous experience in a caring profession.

Good interpersonal skills, in particular with young people essential.

3. Organisation

The postholder is responsible to the Headteacher, Team Manager or designated officer.

The postholder has no direct responsibility for staff.

The postholder will be required to communicate on a daily basis with pupils and staff.

5. Financial Accountabilities

The postholder has no financial responsibilities.

6. Working Environment

The post is based within the school buildings.

Signed: Date:.....