



St Mary's School, Colchester

Midday Assistant

Job Description

Reporting to:	Principal
Line management responsibility:	None
Salary:	£9.50/hour
Hours:	Part time, term time, permanent, 10 hours per week

Overview

We are seeking an outstanding individual to act as part of a team, to supervise the girls in the Dining Room during the midday break between the morning and afternoon teaching sessions and to assist with the preparation of the dining room for lunch service.

Job Purpose

To supervise the timely execution of the lunch session, ensure that seating is available and monitor the lunch service for the girls.

The role will report to the Head of Senior School and will involve liaison with the caretaking and catering staff, the teaching staff and the pupils.

The successful applicant will have experience of working and communicating with children as well as basic First Aid knowledge, reading and writing skills.

The overall objective is to improve the efficiency of the lunch service and ensure the pupils enjoy their lunch in a safe and pleasant environment.

Key Responsibilities

Primary duties

- To set up the dining hall ready for lunch service
- To assist pupils in selecting their meal and sitting in an appropriate place in the dining hall
- To assist pupils with eating their meal if applicable
- To clear tables when meals are finished and clear up any associated spillages
- To enforce the necessary sanctions for maintaining good order
- To carry out supervision of pupils at lunch breaktime
- To administer basic first aid as required and to keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed
- To provide pastoral care, guidance and routine advice to pupils as appropriate
- Where necessary and appropriate to lead games and activities with the children

- To alert relevant teaching staff or the Head of Lower School of any concerns regarding an individual child or group of children

General

- To attend relevant training and meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of the Lower School to carry out additional appropriate duties within the context of the job, skills and grade

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend, those concerned will be consulted.

There may be scope for hours to increase in the future.



**Midday Assistant
Person Specification**

	Essential	Desirable
Qualifications & Training		
Experience of working with or caring for children	√	
GCSE Maths or equivalent		√
GCSE English or equivalent		√
First Aid qualification		√
Experience, Skills & Knowledge		
Manage a varied workload	√	
Excellent organisational skills	√	
Good level of IT literacy, including the use of Microsoft Office software & Outlook	√	
Advanced interpersonal skills and the ability to cultivate positive and effective relationships with all key stakeholders	√	
Ability to manage own time effectively, organise and prioritise work and the ability to respond quickly to unexpected changes in priority	√	
Well-developed verbal and written communication skills with good standards of literacy, spelling and grammar	√	
Personal Characteristics		
A high degree of professional judgement, common sense and initiative	√	
Understand and implement child protection procedures	√	
Basic understanding of Health & Safety	√	
Be prepared to develop and learn in the role	√	
The ability to be confidential	√	
Willingness to commit to the St Mary's School ethos	√	