

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**MIDDAY ASSISTANT**

**Responsible to:** Headteacher

**Location:** Churchfields Primary School, Churchfields Road, Beckenham BR3 4QY

**Hours:** Monday to Friday, 1 hour 45 minutes per day, in school term time.

**Grade:** BR3, spinal point 9 on the London Borough of Bromley Pay Scale.

**Salary:** Your starting salary will be pro rata to your contractual hours and is **£4210.31** per annum (full time equivalent salary £20,754 per annum).

**WE ARE LOOKING FOR:** Enthusiastic, positive people who love working with children, and are organised, reliable and willing to work flexibly as part of a team.

**MAIN PURPOSE OF THE ROLE:** To supervise, assist and engage children over the lunchtime period inside the school, in the lunch halls and in the playgrounds. To ensure a safe and positive environment is maintained and all children behave in an appropriate manner.

**DUTIES AND RESPONSIBILITIES**

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| **Playground duties**  |
| **To supervise and assist children in the playgrounds, by:*** Actively participating with the children
* Being proactive and using initiative to devise games and play activities for children
* Setting up play equipment in the playground and tidying it away afterwards
* Encouraging children to join in activities
* Ensuring storage rooms are kept tidy
* Showing children how to use and look after the equipment
* Reporting any loss or damage to play equipment
* Monitoring and responding to safety or behaviour issues, following school policies
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| **In the Dining Halls**: |
| **To supervise and assist children in the lunch halls, by:*** Encouraging children to be polite whilst eating lunch and whilst interacting with others
* Assisting children who are having difficulties having their lunch
* Continually promoting good table manners
* Promoting healthy eating by encouraging and praising those choosing fruit and vegetables
* Encouraging children to be independent in clearing up
* Assisting with setting up, wiping tables and clearing away equipment
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| **General school tasks**  |
| **To follow the schools ethos and expectations by:*** Being polite and courteous at all times to all staff and children
* Being reliable and punctual
* Attending relevant training (including Inset Days if required)
* Being aware of and following school policies/procedures, including First Aid and Safeguarding.
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Job description may be amended at any time following discussion between the senior leadership team and member of staff.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desired** |
| **Qualifications** |  |  |
| Current first aid qualification |  | ✓ |
| **Experience** |  |  |
| Experience of working with groups of children |  | ✓ |
| **Knowledge and understanding** |  |  |
| Knowledge of how to manage the behaviour of groups of children | ✓ |  |
| Understanding of child development and social interaction |  | ✓ |
| Understanding of the value of constructive play opportunities |  | ✓ |
| **Skills and abilities** |  |  |
| Able to work as part of a group and as an individual | ✓ |  |
| Able to inspire trust and confidence in children | ✓ |  |
| Able to encourage high standards of pupil behaviour at all times | ✓ |  |
| Able to observe boundaries and respect confidential information | ✓ |  |
| Able to initiate age-appropriate games and activities  | ✓ |  |
| Able to relate to children on their level | ✓ |  |
| Able to remain calm in a crisis | ✓ |  |
| Able to communicate effectively to an appropriate standard |  | ✓ |
| Able to recognise behaviour giving cause for concern |  | ✓ |
| Able to teach play activities to other Midday Assistants |  | ✓ |
| **Personal Qualities** |  |  |
| Calm under pressure | ✓ |  |
| Empathetic  | ✓ |  |
| Well organised  | ✓ |  |
| Team player  | ✓ |  |
| Creative | ✓ |  |
| Tolerant | ✓ |  |
| Punctual  | ✓ |  |
| Professional  | ✓ |  |
| Reliable  | ✓ |  |