

# OLDHAM COUNCIL

## JOB DESCRIPTION

<b>JOB TITLE</b>	MID-DAY – LEVEL A		
<b>DEPARTMENT</b>	People, Communities & Society – CYPF	<b>SCHOOL</b>	<b>St Margaret's C E Primary School</b>
<b>GRADE</b>	Grade 1		EMD1

### JOB PURPOSE

To be responsible under the direction of the Assistant Head Teacher/Midday Leader for the safety, welfare and the good conduct of pupils during the midday break.

### KEY TASKS

1. To supervise pupils in the dining hall, playground, toilets, classrooms and school premises.
2. To clean all spillages, (which could include bodily fluids) and ensure that tables are clean during meal times. To assist with the setting up of tables and/or putting away of tables, if required.
3. To ensure good order and discipline is maintained throughout the lunchtime.
4. To ensure pupils observe basic hygiene, i.e. hand-washing after toileting and before eating.
5. To administer basic first aid and deal with sickness, in accordance with training provided. Report and record accidents as required through the associated health & safety procedures.
6. To encourage pupils to develop healthy eating habits and good manners.
7. To encourage pupils to play appropriately and cooperatively, which could include some educational play activities.
8. To supervise pupils in classrooms during “wet play” providing activities that will keep pupils calm.
9. To be aware of the schools behaviour policy ensuring it is implemented during lunch break.
10. To ensure no child is removed/leaves the school premises without having the appropriate permissions from the Headteacher/Class teacher.

## **STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

## **CONTACTS**

Pupils, staff and visitors to the school.

## **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT**

**Responsible to:** Assistant Headteacher

**Responsible for:** Not applicable

## **SPECIAL CONDITIONS**

DBS Required – Enhanced

## PERSON SPECIFICATION

**Job Title:** MID DAY – LEVEL A

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	Not applicable	NVQ Level1/2 relating to working with children	AF
		First Aid certificate	AF / I
<b>Experience</b>	Experience of interacting with children	Experience of working with school-aged children	AF / I
<b>Skills &amp; Abilities</b>	Ability to work under supervision and as a member of a team		AF / I
	Interpersonal skills to communicate well with children and to command attention		AF / I
	Ability to work in accordance with the school's health and safety policies		AF / I
	Ability to be flexible and to work on own initiative within school guidelines		AF / I
	Ability to deal with minor injuries		I
<b>Knowledge</b>	Some knowledge of children's games and activities	Knowledge of another language, e.g. British Sign Language, Urdu or Polish	AF / I
	Knowledge of basic first aid		AF / I
	Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils		AF / I
	Understanding of		AF / I

	confidentiality and why this is important in a school		
<b>Work circumstances</b>	<p>To uphold and promote the values and the ethos of the school.</p> <p>To be able to undertake further training as required</p> <p>Willingness to undertake First Aid training.</p>		I

*Abbreviations:* AF = Application Form; I = Interview.