

BRINE LEAS SCHOOL
JOB DESCRIPTION

JOB TITLE: Midday Assistant

DEPARTMENT: Student Support Services

EVALUATION REFERENCE: AAAE5007

GRADE: 2

REPORTS TO: Facilities Manager

1. JOB PURPOSE

The Job Holder is responsible for ensuring the safety and supervision of all students during the lunchtime period both in the dining area and during playground activities.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensures the safety of students during the lunchtime period; taking into account student ages and behaviour.
2. Arranges age-appropriate activities for students during inclement weather
3. Refers to senior members of staff on duty in cases of emergency; or, if unable to contact staff, call for the public emergency services by dialling 999.

3. **All staff are expected to maintain high standards of student/customer care in the context of the school's core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.**

To maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs.

4. **Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the school site/s.**

5. **Post holder's immediate Line Manager: Facilities Manager**

IMPORTANT THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure.

