

# Job Description

## Midday Assistant

**Post Title:** Midday Assistant

**Line Manager:** Head Midday Supervisor and Headteacher

**Salary:** Minimum wage per hour

**Specific Responsibilities:** Support pupils during the lunchtime period. The role involves supervising children, serving meals, washing and cleaning and, ensuring a safe, calm, and inclusive environment.

No	Categories	Essential/Desirable	Application Form	Interview
	<b>QUALIFICATIONS</b>			
1	None required			
	<b>EXPERIENCE</b>			
1	Cleaning			
2	Enjoys working with children			
	<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
1	Works well as part of a team			
2	Communicates clearly and effectively with both children and adults			
3	Understands safeguarding and child protection			
	<b>PERSONAL QUALITIES</b>			
1	Upholds excellent Islamic morals & conduct			
2	Possesses a nurturing and caring nature			
3	Supports the ethos of the school			
4	Is flexible and adaptable to meet the needs of the school			
5	Willingness to participate in relevant training and development opportunities in own time			

## **Role Description**

### **1. Supervision**

- Supervise pupils in various areas of the school, including indoor supervision during wet lunch breaks and the playground.
- Encourage orderly and calm behaviour as pupils queue for meals.
- Supervise pupils laying out prayer mats for afternoon prayers.
- Monitor and maintain appropriate behaviour in pupil-accessible toilets during lunchtime.

### **2. Distribution of School Meals**

- Ensure a register is taken of those pupils who are entitled to school dinners
- Ensure all pupils who have booked a school meal receive it.
- Immediately address any hazards caused by spillages in classrooms or the hall, including cordoning off and cleaning as necessary.
- Uphold high standards of pupil behaviour in the dining areas; reporting any concerns or incidents to the appropriate class teacher.

### **3. Cleaning**

- Keep all pupil-accessed areas inside and outside the school clean and tidy during lunchtime.
- Empty bins and ensure waste are managed appropriately.
- Ensure that any spillages in corridors and areas accessed by learners and staff which may prove to be a hazard is properly cordoned off and cleaned up (including dishes and toilet)
- Wash dishes used by pupils after lunch
- Perform basic cleaning of the pupils' washrooms after wudu, including mopping floors, washing mops, wiping down sinks and toilets.

### **4. Safeguarding**

- Adhere to safeguarding and child protection policies and procedures.
- Take responsibility for your own health, safety, and welfare, and for others who may be affected by your actions.
- Co-operate with the school on all issues of Health, Safety and Welfare compliance.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Midday Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.