

Mid-day Assistant

10 hours per week
11:35 to 1:35

£16,495 pro rata
£8.55 per hour

We are looking for a Mid-day Assistant to join our team in September. The role includes setting out tables and chairs and supervising children in the dining hall and playground during the lunchtime period. You will need to be conscientious, caring and able to work as part of a team. Experience is not essential. We welcome applications from those able to work a full week (5 days) or part week (2/3 days), as it may be possible to create a job-share post.

Closing Date: **Wednesday 20th June 2018.** Interviews to be held week commencing **2nd July 2018.**

Driffield Junior School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

Further details are given in the job description and person specification below.

Application forms can be collected from the school office.

	Essential	Desirable	Measured by
Experience	None.	<ul style="list-style-type: none"> Experience of working with children 	Application form
Qualifications	None.	Food hygiene certificate	Application form.
Special Knowledge	None.	<ul style="list-style-type: none"> An empathy and understanding of children in the age range 	Application form, interview, references
Skills	<p>A midday supervisor should be able to:</p> <ul style="list-style-type: none"> talk to children and adults in a clear and calm manner; work as part of a team and on their own; encourage high standards of pupil behaviour at all times; respect confidential information; initiate games and activities appropriate to the age of the children; remain calm in a crisis; 	<p>In addition they might also be able to:</p> <ul style="list-style-type: none"> recognise behaviour giving cause for concern and inform teaching staff; suggest ways of improving efficiency. 	Application form, interview, references.
Personal Qualities	<ul style="list-style-type: none"> Good interpersonal communication skills. The ability to work as part of a team Ability to understand and follow procedures. Awareness of the need for confidentiality Flexibility of approach to work Enthusiasm and energy to work as part of a team Committed to providing a high quality service The physical ability to assist in putting out tables and chairs. <p>A DSB check will be undertaken prior to appointment.</p>	<ul style="list-style-type: none"> Creative Resourceful 	At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references.

Drifffield Junior School
Job Description – Midday Supervisor

Overall Purpose of the Job

Under the general direction of the Head, and the direction of the Senior Supervisor and School Business Manager, provide a safe environment by the active supervision of pupils remaining on the premises for their school meal and pupils returning from home.

Responsible to : Senior Midday Supervisor

Duties & Responsibilities

The main areas of responsibility will be the dining room and the playground or other areas used during the lunchtime break, including areas where the children wait or queue for their meal, and classrooms at wet lunchtimes.

Each midday supervisor will be allocated areas and children for whom they will be responsible each day. This will vary on a rota basis. Although the area will be divided so that each assistant looks after a specific area, they must be prepared to accept a variation if any emergency occurs.

Main Tasks

- Assist in the setting up of tables and chairs, clearing away and tidying of the dining hall.
- Active supervision of pupils to ensure their well being, good order and safety
- Deal with minor incidents and take action in the case of serious incidents in accordance with procedures.
- Promote an orderly and pleasant environment for the children to enjoy their lunch.
- Engage with the children to encourage activities which promote inclusion and healthy lifestyle choices.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility, as directed by the Senior Mid-day Supervisor.

Responsibility

- Support and contribute to the school's responsibility for safeguarding children.
- Maintain confidentiality at all times.
- Participate in appropriate school based meetings and training activities.
- Understand and comply with all school policies.