



STOCKPORT METROPOLITAN BOROUGH COUNCIL

J O B D E S C R I P T I O N

<u>POST DETAILS</u>	<u>POST TITLE</u>	<u>GRADE</u>
	MID-DAY ASSISTANT	
<u>POST REPORTS TO:</u> HEADTEACHER		
<u>POST RESPONSIBLE FOR:</u> The postholder has no responsibility for staff.		
<u>MAIN PURPOSE OF THE JOB:</u> To be responsible to the Headteacher, or the Mid-Day Supervisor under the overall authority of the Headteacher, for the supervision of pupils during the lunchbreak.		
<u>SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:</u> <u>KEY AREAS</u> <ol style="list-style-type: none">1. Supervise hand washing.2. Supervision of children whilst eating lunch.3. Escorting children to the dining hall.4. Encouragement of the younger children to consume their food.5. To assist in the development of good table manners.6. Ensure that the flow of children in the immediate vicinity of the dining area is made in an orderly fashion.7. Supervision of children in playground, school field, cloakroom, toilets, etc.8. Encouragement of children to participate in a range of activities.9. To assist generally with occurrences arising until school recommences for the afternoon session ie first aid in accident cases, sickness etc.9. Ancillary associated duties (cleaning up spillages, ensuring tables are clean, etc.)10. Attend all safeguarding training and follow all school safeguarding rules.		

