CHESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT
The provisions of the Rehabilitation of Offenders 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 Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: MIDDAY ASSISTANT – PRIMARY SCHOOL

REFERENCE: AAAD5003

GRADE: 2

RESPONSIBLE TO:

JOB PURPOSE

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

PRINCIPAL RESPONSIBILITIES

1. Ensures the safety of pupils during the lunchtime period; taking into account pupil ages, disability and behaviour.

2. Arranges age-appropriate activities for pupils during inclement weather.

3. Ensures application of the school behaviour policy during this period, referring serious issues to the Midday Supervisor where applicable.

4. 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.

NOTE
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.