

# Al-Noor Primary School (VA)

619-629 Green Lane, Goodmayes, Ilford, Essex, IG3 9RP  
Tel: 020 8597 7576, Email: recruitment.va@al-noorprimary.org.uk, Website: www.al-noorprimary.org.uk

## JOB DESCRIPTION: MIDDAY ASSISTANT

*Al-Noor Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Full vetting checks, including references prior to interview and a DBS check, will be undertaken.*

**HOURS: 5 hours 5 days a week**

**SALARY: LBR1c, SP2 pro rata gross annual £2,983.41**

**START DATE: ASAP**

**TO WHOM RESPONSIBLE:** School Business Manager and Senior Midday Supervisor.

### PURPOSE

To be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break.

### DUTIES AND RESPONSIBILITIES

#### Lunchtime and Pupil Management

- Work with the catering team to ensure the dining room is ready for the pupils when they arrive.
- Maintain order and the safe transfer of pupils to and from the dining area.
- Work with catering and school team members to identify pupils who may need extra help during the meal or during activities, helping children cut up their food, if needed.
- Actively supervise dining room procedures:
  - carrying of meal to the table,
  - assisting with the service at the table
  - training children in the correct use of cutlery
  - clearing and stacking table equipment and serving dishes
  - wiping and re-setting tables if necessary
  - cleaning up food and water spillages on tables and floors
- Encourage and reward good behaviour, table manners and hygiene.
- Comfort children who are upset and address bad behaviour in accordance with the school's policies and procedures.
- Liaise with the Deputy Headteacher and teaching staff of the school in dealing with major incidents of pupil misbehaviour and any other matters of concern, in line with the school's policy for behaviour management.
- Develop a good rapport with pupils at meal time and during activities to ensure all feel valued and included.
- Organise/direct games and play activities in the playground (or classroom during wet weather).
- Supervise children in the playground (or indoors during wet weather).

#### Safeguarding and Confidentiality

- Receive, store and use confidential data relating to pupils within own area of responsibility.

- Watch for indications of potential safeguarding issues and report immediately in line with the school policy and procedures.
- Always ensure that delegated classes are vigilantly supervised at all times.

### **Nutrition and Allergens**

- Encourage pupils to choose and eat a balanced meal, explaining to them how and why different foods are good for them.
- Identify allergens in school food, communicate with school caterers and ensure pupils with allergies eat accordingly.

### **First Aid**

- Deal with medical incidents efficiently and considerately in line with policies and procedures.
- Administer first aid in the case of a minor accident like cuts, grazes and bruises, acting on the advice of the registered First Aider. Record accidents in the first aid record and pass on to the school office team.
- Report serious accidents to the Headteacher or Deputy Headteacher.

### **Health, Safety and Hygiene**

- Guide pupils through each stage of the meal service quickly and safely, assisting when needed.
- Check the dining area to make sure it is safe, dealing with any hazards that are found.
- Encourage safe behaviour from pupils.
- Maintain a clean and hygienic dining room environment at all times, dealing with hazards as they occur and ensuring food safety procedures are followed at all times.
- Clean tables, chairs and the floor as you go along, as needed, and at the end of each service, in line with school schedule for cleaning, including the use of disinfecting cleaning agents and the appropriate cloths, keeping cleaning equipment clean and stored securely.
- Carry out daily health and safety checks of the dining area, equipment, heating and lighting.

### **Teamwork and Culture**

- Use different types of communication depending on the situation and who you are communicating with to ensure the message is transmitted correctly.
- Work consistently and collaboratively with catering team and school staff to ensure a whole school approach to school catering.
- Identify conflicts and misunderstandings quickly and work on a solution that avoids disruption to the school, resorting to the Grievance policy if required.

### **Resources**

- Report low stock of cleaning materials or equipment to the senior Midday Supervisor who will report this to the School Caretaker and School Business Manager.
- Report the need for any repairs or replacement of furniture or crockery/cutlery to the School Caretaker and School Business Manager.
- Ensure drinking water is topped up and always available for pupils.
- Ensure clean cutlery and crockery are always available to pupils.

- Ensure the hygienic, safe and efficient storing of dirty crockery/cutlery, in line with lunchtime procedures.

## **Organisation & Supervisory**

- The Senior Midday Supervisor is responsible for leading and ensuring the set-up, administration and clear-up of the daily service.
- The Senior Midday Supervisor monitors the effectiveness and performance of the team of Midday Assistants.
- The Senior Midday Assistant reports to the School Business Manager and liaises as needed with the school caretaker.
- The Senior Midday Supervisor manages the team of Midday Supervisors in the best interests of lunchtime arrangements and pupil welfare and behaviour.

## **Responsibilities**

- Report to the Headteacher in the case of absence due to illness.
- Contribute as a member of a team to the ethos and environment of the school.
- Receive, store and use data or information relating to pupils confidentially and within own area of responsibility.

## **General**

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school improvement priorities set from time to time or in response to changing regulations. Any major changes will involve discussion and consultation with you.

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## PERSON SPECIFICATION: MIDDAY ASISSTANT

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### Personal Example

- You are an excellent role model for pupils in terms of your character, behaviour and manners as well as in your enthusiasm and positivity.
- You value spirituality, emotional development, morality, integrity, honesty, generosity, making positive contributions to society and working continuously for improvement.

### Qualifications and Experience

- You communicate well in written and spoken English and have basic numeracy skills.
- You have relevant cleaning experience.
- You have relevant experience working with or supervising large groups of children.
- You have basic first aid skills.
- You preferably hold qualifications in Cleaning and Support services at Level 1 or have equivalent experience or an equivalent qualification, or have the willingness to train to achieve these.
- You preferably hold a minimum of level 2 or equivalent qualifications in English and Mathematics.
- You have preferably undertaken training in relevant areas that support the delivery of the job description.
- You preferably hold recent accreditation for appropriate first aid training.

### Professional Attributes

- You have a reasonable level of fitness.
- You have the ability to control and supervise children.
- You have patience and a fair-minded approach.
- You have the ability to stay calm in an emergency.
- You have good communication skills.
- You support the school's aims and values with vigour.
- You are creative, energetic and enthusiastic.
- You carry out your duties in a professional manner at all times.
- You are supportive towards others and take instructions and feedback well.
- You engage in motivating and encouraging pupils at all times.
- You have a strong work ethic.
- You have a pro-active approach to continually learning and developing yourself to improve your professional practice.
- You set a good example in terms of dress, punctuality, attendance and reliability.
- You are proactive in matters relating to health and safety.
- You are committed to the safeguarding of children, the protection of their welfare and well being and to the pursuit of excellent child outcomes.
- You relate well to children and adults.

- You work constructively as part of a team, understanding your roles and responsibilities and fulfill these diligently.
- You can work under your own steam independently and use your initiative well, observing professional boundaries accurately.
- You are highly motivated and self motivated.

## **Knowledge and Understanding**

- You have a working knowledge of the role of and the skills expected from you.
- You are able to make reliable judgments on all aspects of the job description.
- You have high expectations for your professional performance and the of other staff members you work with or supervise.
- You have excellent organisational skills
- You have a willingness to develop your knowledge and use of specialist equipment/resources.
- You have a positive and compassionate approach to the behaviour management of children and are able to assist staff members in maintaining high standards of behaviour according to the behaviour management policy of Al-Noor School.
- You can use relevant equipment confidently and well.
- You have full working knowledge of relevant statutory frameworks and codes of practice and are aware of relevant legislation.
- You eagerly and enthusiastically participate in induction training and in development and training opportunities.
- You have team-leading skills (Senior Midday Supervisor).
- You have awareness of Health & Safety procedures and precautions.
- You have awareness of health and hygiene procedures.
- You have awareness of moving and handling procedures.
- You know how to lay out the dining area and equipment to make the best use of the space and run the best meal service.
- You know the signs to look for in pupils to recognise when extra help may be required.
- You know safe and acceptable methods for controlling behaviour of pupils in line with a school's policies and procedures.
- You know how to engage pupils to promote and encourage good behaviour, inclusion and participation.
- You know the types of sensitive data that may be required in the catering operation for pupils in the dining area and how this must be used and stored in adherence to data protection.
- You know the basic principles of safeguarding, how to find and refer to the school policy and you know what to look for to identify potential safeguarding situations.
- You know what constitutes a healthy balanced meal in line with the food based standards and guidance and why these are important.
- You know common food allergens and how to manage them to ensure pupil well being and safety at all times.
- You know what to do if first aid or medical assistance is needed.
- You can identify personal hygiene standards, food safety practices and the procedures required and understand the importance of following them.
- You know and understand how to communicate with pupils, catering team members, school staff and other stakeholders.
- You understand the principles of team work and how your own role fits into the catering and school team structures to achieve the school's aims and objectives.
- You can recognise where conflict exists and understand how it can be prevented and resolved.