

Urmston Grammar

Job details

Job title: Midday Assistant

Salary: NJC Scale 3 - Annual salary is £3870.94

Hours: 5 hours 50 minutes per week: 1.00 – 2.10 p.m. Monday - Friday (term time only) lunch to be taken either before or after lunchtime.

Contract type: Permanent

Report to: Catering Manager

Responsible for: N/A

Core Purpose

The core purpose of this role is to ensure the safety, welfare and positive behaviour of students during the lunchtime period. The Midday Assistant will provide effective supervision in dining and outdoor areas, support positive social interaction, promote good behaviour, and contribute to a safe, inclusive and enjoyable lunchtime environment for all pupils.

Duties and responsibilities

- To supervise students during the lunchtime period in dining room, social areas and other designated locations.
- To ensure the safety, welfare and wellbeing of students at all times during the lunch break.
- To supervise students in the dining areas, encouraging orderly queuing, appropriate behaviour and adherence to school expectations.
- To maintain good order and discipline in accordance with the School's Behaviour Policy and support positive conduct at all times.
- To promote a safe, calm and inclusive lunchtime environment and intervene appropriately where behaviour falls below expected standards.
- To undertake duties associated with lunchtime supervision, including cleaning up spillages, clearing tables, wiping surfaces, ensuring tables are cleaned between sittings and helping to maintain a clean and hygienic dining environment.
- To encourage students to dispose of litter appropriately and take responsibility for keeping dining and social areas tidy.
- To support the maintenance of cleanliness and hygiene standards within dining areas in accordance with school procedures.
- To deal with minor accidents and incidents involving students and ensure accidents are reported promptly to the designated First Aiders in accordance with school procedures.
- To remain vigilant for safeguarding concerns and report any concerns immediately in line with the School's safeguarding procedures.
- To communicate effectively with colleagues regarding student welfare, behaviour and safety matters arising during lunchtime.
- To comply with all Health and Safety requirements and contribute to maintaining a safe environment for students, staff and visitors.
- To attend relevant training and development activities as required by the School.
- To promote and safeguard the welfare of children and young people in accordance with the School's safeguarding policies and procedures.

- To undertake any other duties commensurate with the grade and responsibilities of the post as reasonably required by the Headteacher or designated line manager.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School's appraisal procedures as an appraisee and, where applicable, as an appraiser. It is a business requirement of the School that the post holder is on site for five days per week. The post holder will also be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility to promote and safeguard the welfare of children. The post holder will comply with Urmston Grammar's Safeguarding and Child Protection Policy and report any concerns relating to the safety or welfare of children to the Designated Safeguarding Lead.

The post holder will be expected to maintain an awareness of safeguarding issues, undertake mandatory safeguarding training, and promote the welfare of children by helping to create and maintain a safe and supportive environment for all students.

This post is classed as being in regulated activity.

All appointments are subject to satisfactory pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check with children's barred list information, receipt of satisfactory references, verification of identity, right to work in the UK, medical fitness, qualifications, and other checks as required by Keeping Children Safe in Education (KCSIE).

As part of the shortlisting process, the School may carry out online searches on shortlisted candidates as part of its due diligence obligations. Candidates will be required to provide details of any criminal convictions, cautions, reprimands or warnings that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to information of a confidential nature and will be required not to disclose such information. All personal information must be held in the strictest confidence and disclosed only to authorised persons in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, unless explicit written consent has been obtained or disclosure is otherwise required by law.

Equal Opportunities

The post holder must comply with and actively promote equality, diversity and inclusion and must not discriminate against any individual on the grounds of sex, disability, marital or civil partnership status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, pregnancy or maternity, political opinion or trade union membership.

Notes:

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the School. This job description and accompanying documentation do not form part of the employment contract.

