



Meadowbank Primary School

Flourish & Inspire

Lifelong Learners, Leaders of Change, Lasting Legacy

Councillor Lane, Cheadle. Sk8 2LE Headteacher: Mrs Janine Appleton Tel: 0161 428 6286

Email: admin@meadowbankprimary.com Website: www.meadowbankprimary.com

Mid-day Assistant Scale 1

Job Description

POST REPORTS TO: Headteacher

POST RESPONSIBLE FOR:

The post holder has no responsibility for staff.

MAIN PURPOSE OF THE POST:

To be responsible to the Headteacher, or the Midday Supervisor under the overall authority of the Headteacher, for the supervision of pupils during the lunchbreak.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

1. Supervise hand washing.
2. Supervision of children waiting for a "second sitting".
3. Escorting children to the dining hall.
4. Encouragement of the very young 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. To assist generally with occurrences arising until school recommences for the afternoon session i.e. first aid and sickness.
9. Ancillary associated duties (cleaning up spillages, ensuring tables are clean, etc.)
10. Such other related duties required.