

# JOB DESCRIPTION

<b>Title of Post:</b>	<b>Midday Assistant</b>
<b>Grade/Hours</b>	<b>38 working weeks per year (43.1 paid weeks) Term Time Only Hours: 1pm to 2.30pm – Mon to Fri</b>
<b>Responsible to:</b>	<b>PA to Headteacher</b>

## **DUTIES**

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- Prepare the lunch time service.

## **OTHER EXPECTATIONS**

- To act on direction from the Head teacher's PA throughout the shift, in a safe and purposeful manner.
- To perform all tasks in a safe and hygienic manner.
- To work with all members of staff and adopt a positive attitude and approach at all times.
- To be able to work on your own in some aspects of the job and to be able to perform well under pressure.
- To be able to resolve any issues without direct supervision.
- To be able to prioritise and organise tasks and see them through to completion.
- To maintain professional standards with both staff and students at all times.

## **GENERAL**

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### **All staff at The Ongar Academy are expected to:**

- participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Ensure that all duties and services provided are in accordance with the school's equal opportunities policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Ongar Academy welcomes applications from those of all backgrounds, faiths and ethnic groups.

(January 2019)

## MIDDAY ASSISTANT – PERSON SPECIFICATION

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of working in a catering team at a large site Relevant Qualifications
	Knowledge of relevant policies and procedures	Knowledge of First Aid Understand general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake mathematical calculations
<b>Communication</b>	Written	Good written skills
	Verbal	Ability to convey information clearly
	Languages	Seek support to overcome communication barriers with children and adults
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of a team
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Understanding of Health & Safety regulations
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance