

## CESHIRE EAST 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, we will be required to the DBS (Disclosure & Barring Service) which was formerly known as Criminal Records Bureau for an enhanced 'disclosure'.

JOB TITLE: Midday Assistant (Primary)

EVALUATION REFERENCE: AAAD5003

GRADE: 2

REPORTS TO: Head Teacher

#### 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.

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 Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.