



## Stockport Council Job Description

**Job Title: Midday Assistant**

**School:**

**Salary Grade: Scale 1**

**Post Reports to: Headteacher or Midday Supervisor**

**Post Responsible for: No responsibility for staff**

**Main Purpose of the Job:**

**To be responsible to the Headteacher or Midday Supervisor for the supervision of pupils during the lunchbreak.**

**Job activities: Summary of Responsibility and Key Areas:**

1. To supervise hand washing
2. To supervise children waiting for a "second sitting"
3. To encourage very young children to consume their food and to develop good eating habits
4. To supervise children in all areas of the school including the dining area, play areas, and classroom
5. To maintain good order at all times
6. To assist with first aid in the case of any accident or incident

**Additional Duties:**

Stockport Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for this post.



## Stockport Council Competency Person Specification

**Post Title:** Midday Assistant scale 1

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview. Any interview questions or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

Competency	SCORE					Essential or Desirable
	0	1	2	3	4	
<b>Knowledge of:</b>						
How to positively manage the behaviour of individuals and groups of children						<b>Essential</b>
Health and safety issues within a school environment						<b>Desirable</b>
<b>Experience</b>						
Experience of supervising children						<b>Desirable</b>
Experience of working with groups of children						<b>Essential</b>
<b>Skills</b>						
Empathy with children						<b>Essential</b>
Ability to enforce discipline						<b>Essential</b>
Organisational skills						<b>Essential</b>
Communication skills						<b>Essential</b>
Ability to work as part of a team						<b>Essential</b>
Ability to initiate games and activities						<b>Desirable</b>
Ability to converse at ease with customers and provide advice in accurate spoken English						<b>Essential</b>
<b>Work related Commitments</b>						
Understands and actively supports Stockport Council's diversity and equality policy.						<b>Essential</b>
Ability and willingness to meet Stockport Council's standard of attendance.						<b>Essential</b>
Willingness to be flexible in a changing environment						<b>Essential</b>

### Scoring key

- 0 – Not met essential criteria
- 1 – Partially meets essential criteria
- 2 – Meets criteria
- 3 – Exceeds criteria
- 4 – Exceptional