Broomwood Primary School

Job Description and specification

Name:

Post Held: Midday

Responsible to: Head Teacher, Deputy and line manager

Liaises with: SMT and the Class teacher

Hours: 8.45

Times: 11.30am-1.15pm

Main purpose of job:

1. **To supervise hand washing**
2. **To carry out light cleaning duties in the dining hall**
3. **To encourage very young children to consume their food and to develop good eating habits and to ensure that all pupils put their lunch things away**
4. **To supervise children in all areas of the school including the dining area, play areas, and classroom when it is wet play**
5. **To maintain good order at all times in the playground and help to resolve conflicts**
6. **To assist with first aid in the case of any accident or incident**
7. **To ensure that you implement all of the health and safety and safeguarding policies within the school**
8. **To ensure that you implement the relational belonging policy to support in managing behaviour**
9. **To work well with all members of the staff team at Broomwood**

Job Description agreed November 2026

Postholder _____**Date**_____

Headteacher/Deputy_____ **Date**_____

This job Description may be amended at any time after discussion with you, but in any case it will be reviewed before November 2027

Competency Specification for the role

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**	
Knowledge of:						
How to positively manage the behaviour of individuals and groups of children						**Essential**
Health and safety issues within a school environment						**Desirable**
Experience						
Experience of supervising children						**Desirable**
Experience of working with groups of children						**Essential**
Skills						
Empathy with children						**Essential**
Ability to enforce discipline						**Essential**
Organisational skills						**Essential**
Communication skills						**Essential**
Ability to work as part of a team						**Essential**
Ability to initiate games and activities						**Desirable**
Ability to converse at ease with customers and provide advice in accurate spoken English						**Essential**
Work related Commitments						
Understands and actively support Broomwood's diversity and equality policy.						**Essential**
Ability and willingness to meet Broomwood's standard of attendance.						**Essential**
Willingness to be flexible in a changing environment						**Essential**

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