



Role Profile: Early Years Midday Assistant

Purpose

Responsible, under the direction of the Line Manager/s or other nominated staff, either individually or as part of a team, for securing the safety, welfare and good conduct of children during the lunchtime break period, in accordance with agreed practices and procedures.

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| <i>Reporting to:</i> | Head of Early Years |
| <i>Department:</i> | Early Years |
| <i>Working hours:</i> | Part-time, five days per week, 11:30am – 13:30pm (Term time 35 weeks plus inset days) |
| <i>Checks:</i> | Enhanced DBS and 3 satisfactory references |

Working With Us

An Inspiring World of Education - that is the Cognita way. As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a top independent school and a global network of colleagues across a diverse yet connected family of schools in Europe, Latin America and Asia. We'd love to tell you more about how this could benefit your career.

Launched in 2004, Cognita is an extraordinary family of schools joining forces in an inspiring world of education with one common purpose: building self-belief and empowering individuals to succeed.

With some 70 schools internationally we employ 5,000 teaching and support staff in the care and education of more than 35,000 students. Together, our schools provide a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world. If you want to take your career further, we want to support you in achieving that goal within Cognita. www.cognita.com

Benefits

- Competitive Salary
- Contributory Pension Scheme
- School fee discount
- Professional development
- School holidays and public holidays

Key Accountabilities

- Helping walk children over to the Dining Hall.
- Supervising the washing of hands prior to entering the Dining Hall
- Monitor and control children behaviour in the lunch queue and whilst children are sat down.
- Ensure that crockery, cutlery and leftovers are returned to the relevant place after use
- Clean up spillages or debris around the dining/play areas to ensure the maintenance of good order, discipline and safety
- Offer play activities in the playground after eating and inside during periods of bad weather
- Assist children with toileting if required and help change children if any accidents occur
- Supervise the conduct of the children, ensuring safe and orderly conduct within and outside the premises
- Ensure children remain out of the school building when they should be outside
- Deal with minor incidents and refer to senior staff if necessary
- Administer First Aid as needed, following Health and Safety Guidelines and procedures for First Aid

Other Duties

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings as required
- To participate in training and other learning activities
- Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> Grade A-C in G.C.S.E English and Maths | <ul style="list-style-type: none"> Early Years Teaching Assistant or equivalent (NVQ Level 2) Paediatric First Aid Food & Safety Hygiene |
| Skills | <ul style="list-style-type: none"> Excellent written and oral communication skills | |
| Experience | <ul style="list-style-type: none"> Use of basic first aid equipment as required Be familiar with the safe use of outdoor equipment Experience of working with children and able to meet their needs Able to deal with children and adults with tact and sensitivity Able to communicate effectively at all levels Able to build and develop positive relationships with teaching staff | |
| Other | <ul style="list-style-type: none"> Knowledge of regulations and requirements Understanding of Safeguarding | <ul style="list-style-type: none"> Understanding of regulatory compliance requirements Basic understanding of Preventing Extremism |

Key Stakeholders:

Internal - Teachers, Heads, internal colleagues, parents, students, school staff

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed:

Date:

Name (Print):