



Aspirational • Creative • Collaborative • Joyful • Compassionate

Job Description	
Job title	Midday Assistant
Location	St Elizabeth's Centre, SG10 6EW
Responsible to	Head Teacher
Accountable to	Director of Learning
St Elizabeth's	
Based across 60 acres of beautiful countryside in Much Hadham, Hertfordshire, St Elizabeth's is a charity supporting children, young people and adult day clients with epilepsy and other complex medical conditions, the severity of which impacts upon their health, social, behaviour, learning and emotional development.	
Our values	
The post holder will be expected to operate in line with our workplace values which are: Aspirational – we aim higher Collaborative – we work together Joyful – we love what we do Compassionate – we care	
Scope of the role	
As a Midday Assistant at St Elizabeth's, you'll play a key role in supporting the wellbeing and safety of our students during lunchtime. Working across classrooms, dining areas and outdoor spaces, you'll ensure that lunchtime is a safe, calm and enjoyable experience for every learner. You'll promote positive mealtime routines, provide appropriate support with eating and personal care (where needed), and foster inclusive lunchtime interactions through gentle encouragement, supervision and meaningful engagement.	

Main duties and responsibilities

As a Midday Assistant, you will:

1. **Supervise individual or small groups of students** throughout the lunch period, supporting calm and structured routines in line with their needs.
2. **Encourage positive eating habits**, offering help as required (e.g. cutting up food, prompting hydration, etc.) in accordance with individual care plans.
3. **Support with personal care needs**, including toileting and hygiene, in line with training and safeguarding protocols.
4. **Promote positive behaviour** by applying appropriate strategies and escalating concerns when necessary in line with school behaviour policies.
5. **Ensure the health, safety and welfare** of students at all times, addressing minor issues independently and reporting more serious incidents to senior staff.
6. **Foster engagement in safe, inclusive lunchtime activities**, helping students to interact positively with peers and staff during indoor and outdoor play.
7. **Clear food spillages promptly** to maintain a safe and hygienic environment.
8. **Assist with the collection and return of trays and cutlery**, ensuring tables and eating areas are left clean and tidy.
9. **Contribute to site safety** by reporting unfamiliar visitors and supporting site security protocols.
10. **Liaise with class staff and leaders** regarding individual pupil needs, particularly those who may display behaviours that challenge.
11. **Assist with preparing and tidying lunch areas** before and after service, including setting up tables and assisting with clean-up routines.
12. **Maintain confidentiality and professionalism** at all times, treating all student and staff information with discretion.
13. **Comply with all relevant policies and procedures**, including safeguarding, health and safety, behaviour management, infection control, and emergency protocols.
14. **Support St Elizabeth's values and mission**, promoting a welcoming, inclusive environment for all.
15. **Undertake additional responsibilities** as may reasonably be required, appropriate to the role.

Other

St Elizabeth's is committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. The successful applicant(s) will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. St Elizabeth's is proud to be recognised as an Investor in People and to hold Disability Confident status. We are an equal opportunities employer welcoming applications from across the community.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

The duties and responsibilities outlined above do not represent a full list of the tasks the post-holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time.

Minor alterations to duties, and performance of similar tasks within the scope of, and at the same level as normal work, will be necessary.

The post holder will take responsibility for safeguarding and promoting the welfare of children, vulnerable adults and young people within the scope of the role.



INVESTORS IN PEOPLE
We invest in people Standard

Person Specification

Midday Assistant	Essential	Desirable
Qualifications		
Good literacy and numeracy skills	✓	
Training in relevant behaviour strategies		✓
Safeguarding training		✓
Knowledge, Experience & Understanding		
Experience of working with children of a relevant age in an education or similar environment		✓
Experience in a Midday Assistant or similar role		✓
Good understanding of how to maintain safe supervision of children and young people	✓	
Awareness of children and young people with special educational needs	✓	
Awareness of students on special of restricted diets for medical reasons	✓	
Good knowledge of how to promote healthy eating	✓	

Skills & Abilities		
Ability to organise and supervise a range of lunchtime games and activities	✓	
Effective communication skills, with children and young people both orally and in writing	✓	
Ability to make quick decisions, to ensure the safety of children and young people	✓	
Ability to follow instructions accurately but to use initiative and make good judgements where required	✓	
Ability to work calmly under pressure	✓	
A friendly, patient and respectful approach – an open, honest and active listener	✓	
Commitment to the needs of the children and young people to provide an effective service	✓	
Demonstrates a “can do” attitude and flexible approach to work	✓	
Special Circumstances		
Commitment to the work of St Elizabeth’s	✓	
Commitment to equality, promoting respect and dignity for all	✓	
Commitment to undertake further training and development relevant to the post	✓	
Suitability to work with children, young people & vulnerable adults	✓	
Responsible for promoting and safeguarding the welfare of children and young people for whom you are responsible for.	✓	

Reasonable adjustments will be considered under the Equality Act 2010.