

CHESHIRE EAST COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

This position does not require you to disclose any spent convictions under the Rehabilitation of Offenders Act. You are **not** required to and **should not** complete this section of the application form.

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, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Midday Assistant

EVALUATION
REFERENCE: AAAE5007

GRADE: 2

REPORTS TO:

JOB PURPOSE

The job holder is responsible for ensuring the safety and supervision of all students during the lunchtime period both in the dining area and during playground activities.

PRINCIPAL RESPONSIBILITIES

- 1 Ensures the safety of students during the lunchtime period; taking into account student ages and behaviour.
- 2 Arranges age-appropriate activities for students during inclement weather.
- 3 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 Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Borough of Cheshire East.

IMPORTANT

All terms and conditions relating to the above job description are the current Cheshire East Council terms and conditions of employment, however; the Council is currently formally consulting with the Trade Unions to harmonise all terms and conditions across the Council. The above will be included in the consultation and will be subject to review.