

JOHN GULSON PRIMARY SCHOOL  
JOB DESCRIPTION

**Post Title:** DRA

**Grade:** 1

Job Purpose:

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with laid down procedures and practices of the Authority, under the direction of the Headteacher and reporting to the School Business Manager.

Main Duties and Responsibilities:

1. Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Head Teacher.
2. Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
3. Arrange an orderly start to lunch, including saying grace or other prayer, if required.
4. Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
5. Assist very young or less able pupils in developing eating skills and encourage all children to try all of their food.
6. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
7. Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
8. Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the head Teacher or nominees informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
9. Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.

Human Resources

10. Follow fire and evacuation procedures, and check pupils are safe.
11. Put away tables and chairs.
12. Any other duties and responsibilities within the range of the salary grade.

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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Responsible to: Senior Leadership Team

JOHN GULSON PRIMARY SCHOOL  
DRA PERSON SPECIFICATION

<p>Skills and Abilities:</p>	<ul style="list-style-type: none"> <li>• • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.</li> <li>• • Basic reading and writing skills to maintain records of accidents and first aid, and check that pupils have paid for their meals or are entitled to free meals.</li> <li>• • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.</li> <li>• • Able to administer basic first aid.</li> <li>• • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li> <li>• • Able to supervise and control children to minimum set standards of discipline.</li> <li>• • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept line management from the School Business Manager.</li> <li>• • Able to assist pupils with developing their eating skills and encourage children to try all of their food.</li> <li>• • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.</li> </ul>
<p>Experience:</p>	<ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility, eg. own children or previous school experience:             <ul style="list-style-type: none"> <li>• - In a primary school – this should be with 5 to 11 year olds.</li> </ul> </li> </ul>
<p>Special Requirements:</p>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>