

JOB ACCOUNTABILITIES

Job Title: Lunch Club Assistant	
Directorate : Education	Unit: Schools

JOB PURPOSE

To work with the lunch club team to provide a safe, enjoyable atmosphere in which the children can eat their lunch and socialise with their friends.

SCOPE OF JOB (Budgetary/resource control, impact)

Will spend some of the duty period standing.
Will operate in the eating area and also in the designated school grounds used for outdoor play throughout the year and in all weathers.
Direct contact with children and is expected to guide children on their behaviour during the lunch period.
Plays a key role in developing children's social skills whilst eating, play and language skills
Required to move furniture daily.
Supervises up to 32 pupils in the age range 2 to 4 years (with a team ratio of 1 adult to 8 children).
Supports children with special educational needs and disabilities throughout the lunch session.

POSITION WITHIN UNIT STRUCTURE

Reports to the NNEB/ Teachers/Co-Headteachers.

KNOWLEDGE, SKILLS & EXPERIENCE

Able to relate to young children in a positive way through encouragement, support and empathy.
Must demonstrate caring skills required to keep young children safe and happy.
Able to work in a calm manner in a busy and sometimes noisy environment.
Basic First Aid knowledge.
Develop specialist knowledge in children's behaviour/special needs e.g. autism etc
Able to operate positively in a small team.

JOB ACCOUNTABILITIES

As part of a team, supervise children during the lunch period so that they all eat their lunch in a timely manner.

Prepare the dining area so that all children registered for lunch can be accommodated during the lunch period and ensure that the area is clean and tidy and returned to its normal state to enable it to be used during the afternoon session.

Ensure that children behave in accordance with the schools Behaviour Policy by identifying unacceptable behaviour and dealing with the individual. Serious misconduct should be reported to the senior member of staff.

Ensure that children eat their lunch in an acceptable manner and that tables are left clean and tidy. This will involve encouraging good hygiene, good manners, and appropriate disposal of food and packaging waste, monitoring eating habits/behaviour and reporting concerns to the appropriate member of staff. Use the schools reward system to encourage good behaviour.

Check lunch boxes to encourage healthy eating and report concerns to the appropriate member of staff.

Supervise in the dining area and designated school grounds ensuring that children play and behave in an acceptable and safe manner. This will involve encouraging social interaction, joining in with their play and reporting areas of concern to the appropriate member of staff.

Maintain awareness of individual children's problems/needs so that any behavioural issues can be dealt with in an informed and appropriate way.

To direct tidying and cleaning up afterwards, ensuring the areas (inside, outside, toilets and hand wash basins) are clean and ready for use by the children and staff during the afternoon pre-nursery session.

To register children for the lunch club session and transfer children either to appropriate staff member for the afternoon session or ensure they are collected by a known, safe adult.

Deal with any emergencies including giving first aid in line with school operating guidelines.

Perform duties in line with Health & Safety rules of the school and to take remedial action where hazards are identified. Where hazards are serious report to the Lunchtime Supervisor immediately.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____

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