



Post: Lunchtime Assistant Scale 1

Responsible to: Head of School

Job Purpose: To assist with the preparation and serving of meals
To ensure a clean and safe kitchen and dining environment
To supervise groups of children

General information:

The main areas of work responsibility will be the school kitchen, dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Lunchtime Assistant must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

Each Lunchtime Assistant will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Lunchtime Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Lunchtime Assistant away.

Duties and Responsibilities: These will be allocated by the Head of School/Head Cook and will include assisting with:

Supervision of dining areas

- Supervise pupils on route to and whilst in the dining hall.
- Where required, mark registers.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Supervising children in classrooms during bad weather.
- Leading play activities outside.

Supervision outside dining areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Minimise the likelihood of children hurting themselves, others or damaging property.





Kitchen

- General kitchen duties, e.g. washing up.
- The serving of meals ensuring correct portion control.
- Preparation of dining area, including the putting up and down of dining furniture.
- Cleaning the kitchen, its surrounds and equipment.
- Basic preparation of food and simple cooking.
- Laundering of kitchen towels.
- Cleaning of dining furniture.
- The postholder must either hold a Basic Food Hygiene Certificate or be willing to undertake the necessary training to obtain this certificate.

Health and Safety

- Promote the safety and wellbeing of staff and pupils, and help to safeguard pupils' wellbeing by following the requirement of Keeping Children Safe in Education and our school's child protection policy.
- Follow the school's Health and Safety Policy.
- Strictly follow the School Food Policy and Food Safety Policies.

General

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Log any first aid incidents.
- Follow the policies and procedures of the school.
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have a proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.
- Maintain strict confidentiality at all times in accordance with the Data Protection Act and the GDPR.

The post holder must at all times carry out these responsibilities with due regard to the school's Health and Safety policy. It is your responsibility to carry out your duties with school's policy on Equality and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment. You must promote and safeguard the welfare of the children in your care. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Blidworth Oaks School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e., it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006

