



JOB DESCRIPTION

Job Title: Lunchtime Assistant
Grade: A1
Reporting to: Vice Principal

Job Purpose:

To actively supervise and engage pupils in the dining hall and throughout the school premises during the lunchtime period as required.

Main Duties:

- Supporting pupils while they eat their lunch, ensuring hygiene standards are met by maintaining clean tables and ensuring water is available throughout the daily service.
- Set up and clear away the lunchtime area before and after the lunchtime period including emptying bins, clearing plates and sweeping floor.
- Ensure standards for healthy eating and table manners are maintained.
- Report any incidents/ accidents to the appropriate member of staff in a timely manner and complete an accident form/ log on relevant systems.
- Proactively form positive and engaging relationships with pupils.
- Ensure that the Academy Positive Discipline Policy is implemented.
- Support the work of other colleagues throughout lunchtime.
- Respond to duty delegation as required.
- Support suitable lunchtime activities as required.
- Record inappropriate pupil behaviour and convey serious incidents to the Lunchtime Supervisor/ Assistant Principal and/or teacher on duty.
- Maintain checks throughout the lunchtime to ensure pupils are safe.
- Follow advice given by the Lunchtime Supervisor on action to be taken in cases of inclement weather.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
N/A	E/D
Knowledge and Skills	E/D
• Ability to relate well to children and adults.	E
• Ability to work constructively as part of a team.	E
• Ability to maintain a safe, calm and happy approach.	E
• Working with or caring for children of relevant age.	E
• Basic childcare and health and safety knowledge.	E
• Appropriate knowledge of first aid	D
Experience	
• Experience of working with children and young people	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance.	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.