

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education & Community
Post Reference No:	Location: EP Collier Primary School
Job Title: Lunchtime Assistant/Controller	Grade/Salary Range: Administration and Organisation Level 1. RG2b scale points 11-13 No progression beyond the gateway

JOB PURPOSE

LEVEL 1 - Under the direction/instruction of senior staff provide safe lunchtime provision for the children

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL STRUCTURE

The post reports to the School Business Manager

MAIN DUTIES AND RESPONSIBILITIES

Organisation

- To build a positive relationship with the children
- To support children in making friendships
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- To follow the school guidelines regarding discipline and deal with disputes in a calm but authoritative manner
- To encourage good social skills both in the dining room and the playground
- To be prepared to learn and teach playground games and to collect and return resources where necessary
- Following a rota system, supervise the children in the playground or indoors during inclement weather and ensure that they are playing safely

Administration

- Maintain accurate records of accidents and disputes

Resources

- To use minor first aid equipment as provided
- Accident record

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working

SCOPE OF JOB (Budgetary/Resource control, Impact)

As above

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ~~NONE~~/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? ~~YES~~/NO

Does the post require a Protection of Children Act (POCA) check? YES/~~NO~~

What other security/safer recruitment clearances are required for this post *(excluding standard identity/work permit/education qualification checks)*? – Please specify

Is this post 'politically restricted'? ~~YES~~/NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 1/~~LEVEL 2~~/~~LEVEL 3~~

Signed

Date