



Making People Successful

Job Title	Lunchtime Assistant
Grade/Salary Range	RG2
Hours of Work	Dependant on area of school between 1 hour and 1.5 hours per day – Term Time Only

Supporting The School's Visions & Values

As a member of staff at Manor Primary School;

1. The Post holder is required to consistently conduct their role in order that the school's vision of Making People Successful is achieved for all children and adults within the school
2. The post holder is required to continually contribute to the school's success through its vision statement and modelled behaviour towards anyone in the school
3. The post holder is required to safeguard all children by ensuring the school's policies on Safeguarding, confidentiality, data protection and Health & Safety are rigorously implemented and promoted at all times
4. The post holder will be responsible for ensuring all lunchtime staff make the time a positive experience for children, encouraging them to enjoy play and socialisation

Statutory Responsibilities of the Role

- None

Designation of Post with School

- The post holder is directly accountable to the Lunchtime Manager

Main Purpose of Role

The post holder is accountable for:

1. operating within the guidelines set out in the LTA handbook
2. ensuring that confidential information about children, their families or any other aspect of school life remains in school
3. ensuring children have a meal and reporting when children have not eaten sufficient food on any particular day or over a number of days
4. clearing up after any child who has been ill or had an accident in school
5. supervising the children to the dining room or in the playground
6. ensuring that movement around outside spaces is evident to children, with different areas of playground covered during the working when supervising play to ensure full observation of

pupils and their safeguarding

7. ensuring that everyone in the dining room acts in accordance with the agreed rules
8. using the agreed systems and procedures including those for wet play
9. constantly monitoring the play areas and ensuring that pupils play safely
10. recognising and intervening in situations that could lead to dangerous or inappropriate behaviour
11. dealing with minor first aid and referring on more serious injuries in accordance with the LTA handbook
12. knowing which children are on the medical alert registers and ensuring that knowledge is kept up to date
13. knowing and putting into practice the agreed fire procedures and being trained to level I Health and Safety
14. prioritising the sanitation of areas of the school where incidents occur

Person Specification

Specific Requirements

- This post is subject to an Enhanced DBS Check within the legislative framework of the Disclosure and Barring Service
- The post is subject to completing Level Two of Health and Safety responsibilities for Manor Primary School
- The post is also subject to attend any identified training to further their development and the development of Manor Primary School

Qualifications and Experience

- Good Standard of demonstrable communication skills
- First aid desirable – if not held post holder must achieve this qualification

Required Skills & Abilities

- Understand the rules of strict confidentiality and safeguarding practices of Manor Primary School
- To be flexible and adaptable to the wide range of duties undertaken
- Willingness to undertake training and learn new systems
- Ability to deal appropriately with potentially distressed and/or aggressive pupils in person
- Ability to work as part of a team and on own initiative with high levels of accuracy with minimal supervision

Agreement

This Job Description is not your Contract of employment or any part of it. It is prepared for the purposes of school organisation and may change either as your Contract changes or as the school organisation is changed. All changes will include a consultation period. This document must not be altered once it has been signed but it will be reviewed annually by the Governing Body.

Signed - Post Holder	
Date	

Signed - Headteacher	
Date	