

## JOB DESCRIPTION

<b>School: MICKLANDS PRIMARY SCHOOL</b>	
<b>Job Title: LUNCHTIME ASSISTANT</b>	<b>Salary RG2 Scale 3 – 4</b>

### **JOB PURPOSE**

To supervise and ensure the welfare of pupils during the lunchtime period, ensuring that the children behave appropriately at all times.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **SUPPORT FOR PUPILS**

- Assist with the putting out and putting away of dining furniture as and when required.
- Escort pupils to and from the dining area, as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Attend to any toileting and sickness issues (whenever necessary).
- To supervise groups of children on the playground or in the classroom, depending on the weather.
- Devise and initiate constructive play opportunities for children when required, ensuring children are engaged in suitable activities. Be prepared to teach suitable play activities to other Lunchtime staff.
- Be pro-active and vigilant regarding any situations that may be a cause for concern, e.g. bullying or children being isolated from activities. Take appropriate action to resolve these issues and report them to a member of the Senior Leadership Team.
- Ensure that children remain within a safe environment, and that they play safely; reporting any concerns regarding the safety of equipment to the Lunchtime Supervisor.
- Set suitable behaviour standards in line with school policy, monitoring pupil behaviour at all times.
- Have awareness of the school's policy on child protection and report any concerns to the Designated Officer.
- Help children acquire social skills.
- Attend to minor accidents sustained during the lunchtime period, administering basic First Aid, seeking appropriate assistance and ensuring that accidents are correctly logged in the accident book, in order that any appropriate action may be taken.
- Attend to any pupil who becomes ill during the lunchtime period, and again seek appropriate assistance.
- Report any acts that constitute serious infringements of school rules to a member of the Senior Leadership Team.
- Liaise effectively and professionally with staff, teachers and parents, as required attend training, as required.
- To undertake any other duties that may reasonably fall within the role of Lunchtime Assistant.

#### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

- What level of DBS check is required for this post? ENHANCED
- What Level H&S Responsibilities are applicable to this post? LEVEL 1

**PERSON SPECIFICATION**



<b>School: MICKLANDS PRIMARY SCHOOL</b>
<b>Job Title: LUNCHTIME ASSISTANT</b>

**Qualifications / Education / Training:**

- Essential - None
- Desirable – First Aid qualification/Level 2 NVQ or equivalent

**Experience:**

- Experience of supervising children as a parent or carer and/or working with groups of children on a voluntary or paid basis

**Skills and Abilities:**

- Be able to work as part of a team and on own initiative.
- Engage with children in a friendly and warm/kind manner.
- Inspire trust and confidence in children.
- Encourage high standards of pupil behaviour at all times.
- Be able to initiate games and activities appropriate to the age of the children.
- Remain calm in a crisis situation.
- Have good communication and interpersonal skills.
- Be able to examine systems critically and suggest ways of improving practices.
- Have knowledge of health & safety and child protection.
- Adhere to all school procedures and policies.
- Support and promote the school's ethos, values and aims.
- Respect confidentiality at all times.

Updated May 2024