



JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Purley Primary School
Job Title: Lunchtime Assistant	Grade/Salary Range: Grade B2 (£12.65 - £12.85 per hour) Term time only
Hours:	12:00 to 13:00/ Monday to Friday
Start date:	Required January 2026

JOB PURPOSE

- To provide short-term supply cover in the absence of regular staff
- To supervise children during the lunchtime period
- To maintain safety and discipline
- To consistently promote positive values, attitudes and behaviour
- To encourage the social and emotional development of pupils
- To promote the inclusion and acceptance of all pupils

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of Purley Primary School. It is directly supervised by the Lunchtime Supervisor and the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

PLANNING AND DELIVERY OF ACTIVITIES

- Promote equal opportunities for all pupils
- Communicate with pupils, teachers and other staff regarding the care and welfare of pupils
- Organise games
- Manage safely the dining hall and lunchtime arrangements
- To manage behaviour in accordance with the school's behaviour policy.
- To encourage pupils to participate in playtime games
- To help pupils to develop their social skills
- Prepare dining hall for lunchtime and clear away afterwards
- Communicate effectively and sensitively with pupils
- Promote and support the inclusion of all pupils in lunchtime activities
- Support and promote the Healthy Schools policy and practices
- Liaise with colleagues to ensure daily rota and systems work effectively
- To attend regular lunchtime support assistant meetings with the Lunchtime Supervisor.

- To be aware of the relevant procedure in the event of an accident and to act appropriately.
- Help children cut up food and encourage good table manners
- Administer First Aid if required: dealing with minor injuries

PROFESSIONAL VALUES & PRACTICE

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Attend meetings and training courses to promote professional development
- Work in collaboration with outside agencies e.g. Pre School Councillors, Educational Psychologists etc
- Promote the inclusion and acceptance of all pupils
- Support the medical needs of children
- Maintain confidentiality about home-school / pupil-teacher / school work matters.
- Be aware of / follow school policies and procedure
- Create, maintain and develop the school's Christian ethos by acting as a positive role model.

GENERAL

- Maintain a safe environment for pupils, staff and visitors to the school
- Provide welfare support for pupils

ADDITIONAL

- Undertake any other duties that reasonably fall within the position of the post and which the Headteacher may allocate.

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervisory responsibilities

No responsibility for the budget

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		<p>Awareness of school security regulations</p> <p>Awareness of basic Health and Safety principles.</p>

		Paediatric First Aid Certificate
Competence Summary (Knowledge, abilities, skills, experience)	Experience of working with or caring for children of relevant age. Knowledge of basic first aid Knowledge and understanding of basic health and safety requirements. Fair minded approach A knowledge and understanding of the welfare and social needs of pupils during mid-day break Able to handle behaviour problems in a positive manner and report any problems. Able to provide appropriate welfare support to pupils and respond sensitively. Able to engage with children and encourage constructive play. Physically able to move tables and chairs.	Understanding of children's playground culture.
Work-related Personal Requirements	Friendly and approachable Able to work as part of a team Committed to equality of opportunity Participate in training and development activities Ability to react calmly to incidents Patient	Willing to assist with activities.
Other Work Requirements	A mature flexible approach The ability to command respect.	