



Lunchtime Assistant Job Description/Person Specification

Job Title: Lunchtime Assistant

Grade: 2 SCP 2

Hours: 11:55 AM – 1:10 PM, Monday to Friday, Term-Time Only (TTO)

Location: Shoreside Primary School

Reporting to: Headteacher/Senior Leadership Team

Purpose of the role

To support the well-being and safety of pupils during the lunch break. This includes supervising pupils in the dining hall, playground, and other school areas, promoting positive behavior, and helping to create a safe and enjoyable environment for all children.

Key responsibilities

- **Pupil Supervision:** Supervise pupils during their lunch break, both indoors and outdoors, ensuring their safety and well-being.
- **Behavior Management:** Promote and encourage positive behavior, helping to resolve conflicts and manage minor incidents calmly and effectively.
- **Dining Hall Duties:** Assist with the setup and clearing of the dining hall, including wiping tables and ensuring the area is clean and tidy.
- **Play and Activities:** Lead and encourage engaging games and activities in the playground, helping to keep children active and occupied.
- **First Aid:** Administer minor first aid as required and report any accidents or injuries to a senior member of staff.
- **Safeguarding:** Be aware of and follow the school's safeguarding policies and procedures, reporting any concerns immediately to the Designated Safeguarding Lead.

Other duties

- Work collaboratively with other staff members and volunteers.
 - Attend any relevant training sessions as required.
 - Uphold the school's policies and values at all times.
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Lunchtime Assistant Person Specification

Essential criteria

- **Experience:** Previous experience working with children, preferably in a school or similar setting.
- **Skills & Knowledge:**
 - An understanding of how to manage and interact with children in a positive and constructive way.
 - The ability to follow instructions and work effectively as part of a team.
 - Basic knowledge of health and safety, particularly in a school environment.
- **Personal Attributes:**
 - A caring, patient, and approachable demeanor.
 - Proactive and able to take the initiative.
 - A good sense of humor and a positive attitude.
 - Reliable and punctual.
 - Committed to the safeguarding and welfare of children.

Desirable criteria

- Knowledge of basic first aid.
- Experience in leading games or activities for children.

Safeguarding statement

We are committed to safeguarding children and promoting children's welfare. We expect all staff, governors, volunteers, and visitors to share this commitment and help maintain a vigilant and safe environment. This post is subject to all the relevant pre-employment checks set out in 'Keeping Children Safe in Education,' including an enhanced DBS certificate with a barred-list check and online searches.