



## JOB DESCRIPTION

School:	The Deans Primary School
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### JOB DETAILS:

<b>Job Title:</b>	Lunchtime Assistant
<b>Grade:</b>	NJC SCP 3
<b>Directly responsible to:</b>	School Business Manager
<b>Directly responsible for:</b>	n/a
<b>Hours of Duty:</b>	Monday to Friday - 1-2 hours per day - Term Time Only

#### Primary purpose of the job:

To supervise pupils during the middle section of their day, either in the school grounds or in the school premises i.e. during the time when pupils are eating their lunch, playing outside, if the pupils are unable to use the school grounds because of inclement weather, or within their classrooms during their lunch break. To encourage play and learning through fun at all times, and ensure the health and safety of all pupils.

### MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES:

#### Mealtime Supervision

1. To ensure that pupils wash and dry their hands before taking a meal
2. To ensure the orderly conduct, queuing and controlled behaviour of pupils in the dining room
3. To provide social training for pupils, for example, table manners and the correct use of cutlery
4. To clear up spillages on tables and the floor of the dining room if a pupil has been sick or spilt his/her meal
5. To assist younger pupils in cutting up food
6. To ensure that crockery, beakers, cutlery and trays are taken to the returns area
7. To assist in the scraping of plates

#### Outdoor Supervision

1. To ensure that pupils play, have fun and respect each other.
2. To prevent pupils from taking any action that might result in injury to themselves or other pupils
3. To ensure that pupils make proper use of toilets and cloakrooms
4. To oversee play, leading pupils in appropriate behaviour, games and interaction.
5. To take the lead in promoting positive lunchtime interaction and relationship

6. To ensure all school policies are followed, including the behaviour policy.

#### Classroom Supervision

1. To support pupils within the classroom, ensuring the pupils are safe, and interacting appropriately.
2. To help keep all areas tidy, and clear after use to prevent any hazards
3. To nurture and support any pupils who may be struggling within the classroom.  
To undertake such additional duties as are reasonably commensurate with the level of this post.
- 4.

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

#### **Safeguarding**

**The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named safeguarding lead in school, concerns in respect of individual children.**

They must also contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

#### **REVIEW ARRANGEMENTS:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:**

1st July 2025

**Prepared by:**

Joanne Whiteley, School Business Manager

**Agreed by Postholder**

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