

JOB DESCRIPTION and PERSON SPECIFICATION

SERVICE AREA: Eastfield Primary School **POSITION NO:**

SECTION: **GRADE: 1**

JOB TITLE: Lunchtime Assistant **DATE PREPARED:** September 2016

EVALUATION DATE: 27/9/2016 **JE NUMBER:** NSG261

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

PURPOSE:

Supervises individual and groups of children during lunch, break periods and on school outings under the direction of the Headteacher.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	Organise and participates in effective pupil related activities.
3.	Assists with the preparation of the hall for the lunchtime period.
4.	Assists with the preparation of lunchtime activities both indoor and outdoor.
5.	Supervises pupils before, during and after mealtimes.
6.	Assist children with the cleaning of plates.
7.	Supervise toilet activities.
8.	Promote good manners, good hygiene and general good behaviour (following school policies)
9.	Assist with the cleaning of spills
10.	To provide a first aid service as necessary to pupils as required, ensure the first aid kit is up to date and undertake all necessary first aid training.
11.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

DIMENSIONS:**1. Responsibility for Staff:**

None

2. Responsibility for Customers/Clients:

The health, safety, welfare and behaviour of pupils in the dining room during the lunch period.

Ensuring good order in the dining area.

Ensuring pupils have access to nutritional information.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

The post holder is responsible for the day to day care and cleanliness of the equipment in the dining areas.

WORKING RELATIONSHIPS:**1. Within Service Area/Section:**

The post holder will liaise with all school staff.

The post holder will supervise and instruct students whilst in the dining room.

2. With Any Other School Areas

None.

3. With External Bodies to the School

None.

ORGANISATION CHART:

Headteacher

Deputy Headteacher

School Business Manager

Well-Being Officer

Lunchtime Assistant

	Tick relevant level for each category					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	√					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		√				

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
1.1	OCR Level 1 or equivalent in maths and English		√	AF,CQ
1.2	Safeguarding Level 1- A Shared Responsibility	√		AF,CQ
1.3	The post-holder must either have or be willing to undertake a relevant first-aid qualification/certificate and carry out basic first-aid as and when required.	√		CQ
2.	Relevant Experience:			
2.1	Experience of working in a school or educational establishment		√	AF/I
2.2	Adopting approaches that engage children and ensure appropriate behaviour.	√		
3.	Skills (including thinking challenge/mental demands):			
3.1	Motivation to work with children and young people.	√		AF/I
3.2	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√		AF/I
3.3	Ability to communicate with and motivate children.	√		AF/I
3.4	Good basic communication and inter-personal skills	√		AF/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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4.	Knowledge:			
4.1	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	√		AF/I
4.2	Awareness of the schools procedures and relevant legislation.		√	AF/I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
5.1	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	√		AF/I
5.2	When to intervene to ensure children's behaviour is appropriate.	√		AF/I
5.3	Ability to interact using influencing skills, negotiating and training pupils in order to achieve desired outcomes	√		AF/I
	Written Skills			
	None			
6.	Other:			
	None			
<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	Competencies:			
	The competencies listed below are all essential requirements for working at Hull Schools in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form.			
	Leading forward		N/A	
	Improving services		N/A	
	Analysis and decision making		N/A	
	Making things happen		N/A	
	Communicating with impact		N/A	
	Collaboration		N/A	
	Developing self and others		N/A	
8.	Additional Requirements:			
	None		N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	√		DBS Disclosure

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	√		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)