

**Job Description – Lunchtime Supervisory Assistant Grade 1****Job Purpose**

Under the direction of the head teacher and Lunchtime Manager/Supervisor, and in co-operation with the catering team, to provide an efficient lunchtime supervision service, ensuring the safety, welfare and good behavior of the children at all times, in accordance with school policies and procedures.

**Duties and Responsibilities:**

- Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guide-lines set by the school.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so when necessary.
- Arranging an orderly start to lunch including arranging seating and maintaining order whilst children are waiting. Ensuring children are having the correct meal – ie hot food or sandwiches.
- Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
- Assisting very young or less able pupils in developing eating skills.
- Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
- Undertaking, ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit).
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child. Ensure any major incidents are recorded in line with school procedures.
- Organising activities for pupils in the playground and, where necessary, indoors or when there is inclement weather.
- Follow fire and evacuation procedures and check pupils are safe.
- Assisting with setting up and putting away tables, chairs, playground equipment or any other equipment, as directed.
- Clearing the play areas of rubbish, lunchboxes, clothing and equipment at the end of play.
- Attend training and meetings as required.
- Report any concerns about accidents, health, safety and child protection issues immediately to line manager.
- Promote positive behaviour in accordance with school policies.
- And any other duties and responsibilities within the range of the salary grade.

**The Trust is committed to safeguarding children and promoting children's welfare. 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.**

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Trust's Equal Opportunities Policy.

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

Updated September 22

	Essential	Desirable
<b>Experience, Knowledge, Skills &amp; Competencies</b> <ul style="list-style-type: none"> <li>Knowledge of Safeguarding and Child Protection policies and procedures</li> <li>Experience of working with children</li> <li>Experience of working within a team environment</li> <li>Be able to encourage children to achieve these aims through keeping the school's behaviour code</li> <li>Develop good appropriate relationships with children and staff</li> <li>Communicate positively and effectively to children and listen to them</li> <li>Actively contribute to a happy safe and supportive play environment</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Able to work as part of a team or on own initiative</li> <li>Hard Working and dedicated to ensuring the needs of the children are met.</li> <li>Willingness to attend training as required</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced clearance from the Disclosure and Barring Service will be required prior to appointment.</li> </ul>
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