



Coventry City Council

## Job Description

### Vacancy Reference No:

**Job Title:** Lunchtime Assistant **Job Number:**

**Directorate:** Children, Learning and Young People **Post Number:** L3227D

**Service:** Services for Schools **Grade:** Grade 1

**Location:** Earlsdon Primary School

### Job Purpose:

Under the direction of the Headteacher, Deputy Head and SBM and in close co-operation with the Catering Manager and Catering Staff, undertake the following duties of a Lunchtime Supervisory Assistant.

### Main Duties and Responsibilities:

- Supervising pupils in the dining hall, classrooms, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher.
- Support children in playing cooperatively during the lunch break; helping to resolve conflict and promote positive relationships. Organise and supervise outside games, ensuring inclusive participation.
- Act as role models to children, demonstrating professional courtesy and polite interactions with colleagues.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
- 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.
- Undertake ancillary duties including the wiping of tables, cleaning of spillages, replacing pots with clean cutlery, conveying dirty plates and cutlery to the kitchen, emptying of bins and weighing of waste.

- Act as carer for sick children until qualified medical assistance is available and or child is collected by parents.
- Maintaining records of accidents and incidents in line with school policy.
- Organise and supervise indoor activities for pupils when there is bad weather.
- Follow fire and evacuation procedures and checking children are safe.
- During closure of schools, assist kitchen staff with general cleaning duties in the kitchen and dining area.
- Taking out and putting away of chairs and tables

Any other duties deemed necessary within the Grade of the role, as determined by the Headteacher.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** Senior Lunchtime Supervisor

**Date:** November 2025



Coventry City Council

## Person Specification

<b>Job Title:</b>	Lunchtime Supervisory Assistant	<b>Job Number:</b>
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>
<b>Service:</b>	Services for Schools	<b>Grade:</b> Grade 2
<b>Location:</b>	Earlsdon Primary School	

	<b>Job Requirements</b>
<b>Knowledge:</b>	Previous experience in a similar role would be advantageous.

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to work within the school's guidelines for safeguarding and health &amp; safety procedures putting the needs of the child at the heart of good practice.</li><li>• Able to communicate effectively with colleagues, and visitors.</li><li>• Basic reading and writing skills (to maintain records of accidents and first aid and check that pupils have paid for their meals or are entitled to a free meal).</li><li>• Able to communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner.</li><li>• Able to model professional, respectful and appropriate language and conduct to both colleagues and pupils.</li><li>• Able to administer Paediatric First Aid.</li><li>• Able to follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.</li><li>• Able to supervise and control children to minimum standards of discipline set.</li><li>• Able to work with children from multi-cultural background.</li><li>• Able to assist pupils with developing their eating skills.</li><li>• Able to adhere to guidelines set by Head Teacher for lunchtime supervision.</li><li>• Able to maintain records and associated paperwork such as records of incident, completion of timesheets.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of children in some capacity of responsibility, ie. own children or previous school experience for example: In primary school, this should be with 5-11 year olds.</li><li>• Experience of teamwork</li><li>• Experience of following set procedures and policies</li></ul>
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<b>Educational:</b>	Current Paediatric First Aid Certificate or willingness to undertake training is essential.
<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. A Criminal Record Disclosure will be required prior to appointment.</li> <li>• Willing to clean up food or vomit or carry out other menial tasks such as carrying food/trays.</li> </ul>

**Date: November 2025**