



**Vacancy Reference No:**

<b>Job Title:</b>	Lunchtime Supervisory Assistant	<b>Job Number:</b>	L3228D
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	1014140
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>	Willenhall Community Primary School	<b>Hours:</b>	7.5 hours per week

**Job Purpose:**

To be responsible, under the direction of the school staff, for securing the safety, welfare and good behaviour of all the pupils (aged 3 – 11) during the lunchtime period, in accordance with the policy of the Coventry LEA and in line with the ethos of the school.

**Main Duties and Responsibilities:**

1. To supervise the children in the dining rooms, playgrounds, and classroom areas during the lunchtime period ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head Teacher. This may involve working with pupils of any age and flexibility of approach is an essential part of the job.
2. To assist the younger children in developing eating skills (e.g. how to hold a knife and fork, and how to cut up food). Children should be encouraged to eat their meal, but not forced in any way.
3. To assist the children in the collection of food trays and plates and in the serving of meals and food where necessary.
4. To supervise and assist the children in the return of any waste food, plates and cutlery as necessary.
5. To undertake other ancillary duties, including mopping, wiping tables, clearing vomit.
6. To assist in setting out the seating tables and storing them away.
7. To organise outdoor games on the field and playground and indoor activities for pupils during inclement weather. You will be expected to instigate and join in with all games including the outdoor gym.
8. To follow fire and evacuation procedures as necessary and to check that pupils are safe.
9. To act as a carer for sick children, until appropriate qualified medical assistance is available and/or guardian collects the sick child.
10. Undertake basic first aid and seek further medical assistance where necessary; keeping the Head Teacher or nominee informed and maintaining records of accidents and first aid given.
11. Assist the younger children when going to the toilet and washing hands.

12. To ensure that the behaviour, safety and well-being of children is always paramount within any activity.
13. To manage and monitor behaviour issues in a calm and positive manner and implement the rewards and sanctions system specified.
14. To report any significant behaviour problems, accidents or concerns during lunchtime to the relevant staff and log accordingly.
15. During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining area and, in particular, the cleaning of dining furniture.
16. Any other duties and responsibilities within the range of the salary grade.

**All employees:**

*NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.*

**The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-**

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

**The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-**

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

**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.**

**Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check if police records via Disclosure and Barring Service (DBS)**

**Responsible for:**

**Responsible to:** School Business Manager

**Date Reviewed:** September 2022

**Updated:**



# Willenhall Community Primary School

## Person Specification

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	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge of how children play and its relevance to their development</li><li>• Understanding of Child Protection and Safeguarding</li><li>• Knowledge of relevant Health &amp; Safety issues</li><li>• Understanding of the boundaries of confidentiality and maintaining these</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Communicate effectively with others to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner</li><li>• Basic reading and writing skills in order 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>• Physically able to engage all children in play, e.g. skipping, dancing, basketball, table tennis and the outdoor gym</li><li>• Communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner</li><li>• Administer basic first aid. (Training will be given)</li><li>• Follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way</li><li>• Adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from Senior Supervisory Assistant or School Business Manager</li><li>• Assist pupils with developing their eating skills</li><li>• Clean up all spillages which will include sweeping and mopping at the end of lunchtime</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of children in some capacity of responsibility, for example, you have your own children or previous understanding of working in a school</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• A willingness to participate in in-service training and professional development.</li> <li>• Possession of a current first aid certificate or willingness to undertake training for this qualification.</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)</li> <li>• Willing to clean up food or vomit or carry out other menial tasks such as carrying food/trays.</li> </ul>