

## Job Description

### Vacancy Reference No:

<b>Job Title:</b>	Dining Room Assistant	<b>Post Number:</b>	023758
<b>Directorate:</b>	People	<b>Grade:</b>	Grade 1 £17,842 - £18,198 FTE (Actual Salary £2,536 - £2,587)
<b>Service:</b>	Schools	<b>Hours:</b>	6.25 per week (1.25 per day) term time only
<b>Location:</b>	Cannon Park Primary School		

### Job Purpose:

To be responsible individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period.

### Main Duties and Responsibilities:

- Supervising pupils in the dining room, playground areas and school premises ensuring an acceptable level of order and discipline is maintained.
- Clear away or assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
- Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
- Assist in the clearance of any spillages and wiping down, clearing or re-setting tables as appropriate
- Ability to initiate games and activities appropriate to the age of the children
- Model the school values of teamwork, respect, integrity, enjoyment and discipline, and encourage these values in the children
- Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy
- Undertake minor first aid, including treatment and follow up paperwork.
- Attend and participate in relevant meetings and training as required.
- Support and contribute to the overall ethos/work/aims of the school.
- Any other duties and responsibilities as necessary within the range of the salary grade.

## All employees

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

- 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.

## All employees

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

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 for:** Lunchtime Supervision

**Responsible to:** School Business Manager / Deputy Head Teacher

**Date Reviewed:** March 2022

## Person Specification

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Area	Description	Criteria will be measured by:
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice and legislation</li> <li>• Basic understanding of child development and social interaction</li> <li>• The value of constructive play opportunities</li> <li>• Knowledge and ability to implement a range of strategies to promote good behaviour</li> <li>• Awareness of whole-school confidentiality issue</li> </ul>	Application Form  Interview
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Talk to children and adults in a clear and calm manner</li> <li>• Work as part of a group and on their own</li> <li>• Encourage high standards of pupil behaviour at all times</li> <li>• Respect confidential information</li> <li>• Ability to initiate games and activities appropriate to the age of the children</li> <li>• Remain calm in a crisis</li> <li>• Undertake appropriate training as required.</li> <li>• Be able to understand, comply and work within policies: e.g. school behaviour policy, child protection policy, health and safety, confidentiality and other school procedures and policies</li> </ul>	Application Form  Interview



<b>Experience:</b>	<ul style="list-style-type: none"><li>• The Midday Supervisor should have experience of supervising children.</li></ul>	Application Form Interview
<b>Educational</b>	<ul style="list-style-type: none"><li>• Current first aid qualification, or the ability to undertake training if not held</li><li>• Literacy skills to be able to read and understand school policies and complete accident forms.</li></ul>	Application Form Interview
<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></ul>	DBS Check

**Date Reviewed:** March 2022