

### **Job Description – Dining Room Assistant**

**Responsible to:** **School Business Manager**

#### **Duties and Responsibilities**

- Ensuring, where applicable, that pupils have washed their hands prior to lunch and assisting them to do so where necessary in conjunction with class teacher's directions.
- Being aware of fire and evacuation procedures and checking children are safe.
- Supervising pupils in the dining hall, playground areas and school premises ensuring discipline is maintained.
- Helping pupils in their choice of food at the servery, directing them to their seat and assisting with cutting up food, opening lunchboxes, wrapped food etc
- Assisting less able pupils in developing eating skills and follow rules at lunch time.
- Supervising and assisting pupils to return waste food, plates, unwanted drinks and cutlery to the appropriate points.
- Undertake additional duties including the wiping of tables, cleaning of spillages and putting tables away after lunch
- 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.
- Organising activities for pupils under direction of play assistants where necessary, in particular indoors when there the weather is severe
- Support pupils with additional / special needs as 1:1 supervisor as directed.
- Administer basic first aid and treatment of minor injuries including completing accident forms online.
- Hours of work - term time Mon-Fri.



## **Person Specification: – Dining Room Assistant**

### **Personal qualities**

- Have experience of working with young children and genuinely enjoy working with them and understanding their needs and individuality.
- Some knowledge of special needs would be beneficial.
- Capable of confidently encouraging children to play cooperatively by playing with them or directing them as required.
- Be non-confrontational at all times and be capable in dealing with incidents (eg unacceptable behaviour) and reporting information to the senior supervisory assistant or other staff as appropriate.
- Confident in assessing any incidents calmly and effectively and knowing when to refer to the appropriate person.
- Able to deal with young children aged 4-11 years calmly and sympathetically.
- Have a reassuring and sympathetic approach when dealing with accidents or illness.
- Flexible and adaptable to work as a team member and willing to undertake a variety of tasks associated to supervising children at lunchtimes.
- Communicate clearly and effectively to children
- Be able to communicate effectively both verbally and in writing with teaching staff.
- Good sense of humour.
- Punctual.

### **Safeguarding**

Edgewick 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.

Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment.

All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).