



Our Lady of the Assumption Catholic Primary School



Grade: 2 (£11.59 p/h)
Hours 7.50 hours per week
Monday – Friday, Term time only

Job description – Core Purpose

The core purpose of this role is to be responsible under the direction of the or School Business Manager, to secure the safety, welfare and good conduct of pupils during the midday break period. This is with the co-operation of Catering staff individually or as a team, in accordance with the laid down procedures and practices of the school.

Duties and Responsibilities:

1. To work as part of a team to provide efficient, safe and enjoyable lunchtimes for all pupils.
2. Supervising pupils in the dining hall, playground areas and school premises, including escorting pupils to dining areas as required.
3. To promote positive behaviour in pupils through the use of praise, upholding the school systems and procedures, ensuring an acceptable level of behaviour is maintained according to the guidelines set by the School Business Manager.
4. Ensure that pupils only play in the designated zones with appropriate playground equipment.
5. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
6. Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary; supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
7. Assisting very young or less able pupils in developing eating skills, including using a knife and fork correctly.



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8. Undertake ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit), sweeping the floor and the putting away of tables and chairs.
9. Act as care for sick children until appropriate qualified medical assistance is available and/or until parent or carer collects sick child. Providing minor first aid such as cold compresses for bumps, and wiping and applying plasters for grazes. Keeping the School Business Manager or nominee informed and maintaining records of accidents and first aid given by writing in notebook until end of lunchtime when they are added to the first aid book.
10. Report any major incidents in a notebook and inform child's class teacher at end of lunchtime.
11. Organising play activities for pupils on the playground and in particular, indoors when there is bad weather.
12. Following fire and evacuation procedures and checking pupils are safe.
13. At the end of each lunchtime ensure that the eating and play areas are free from lunchboxes, clothing, playground equipment etc
14. During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
15. Attending training and meetings as required.
16. Report any issues of concern to the Line Manager.

AND such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

Responsible for: Children from Reception to Year 6

Responsible to: School Business Manager

Reviewed – December 2023



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Agreed by Date

School Business Manager Date

Review date: This job description will be reviewed on a regular basis and at least annually