



LUNCHTIME SUPERVISORY ASSISTANT – Grade 1

JOB DESCRIPTION

JOB OUTLINE

Under the direction of the Lunchtime Manager/Supervisor, and in co-operation with the lunchtime supervision team, to provide an efficient lunchtime supervision service, ensuring the safety, welfare and good behavior of the children at all times, in accordance with school policies and procedures.

Duties and Responsibilities:

- Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guide-lines set by the school.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so when necessary.
- Arranging an orderly start to lunch including arranging seating and maintaining order whilst children are waiting.
- 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.
- Undertaking, ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit).
- Act as carer for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child. Ensure any major incidents are recorded in line with school procedures.
- Organising activities for pupils in the playground and, where necessary, indoors when there is inclement weather.
- Follow fire and evacuation procedures and check pupils are safe.
- Leading play activities when duty is outside.

- Assisting with setting up and putting away playground equipment as directed.
- Clearing the play areas of rubbish, lunchboxes, clothing and equipment at the end of play.
- During closure of school, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
- Attend training and meetings as required.
- Report any concerns about accidents, health, safety and child protection issues immediately to line manager.
- Promote positive behavior in accordance with school policies.
- And any other duties which are within the scope and spirit of the job purpose, the post title and its grading.