



Walsgrave Church of England Academy

Job Description – Dining Room Assistant

Responsible to: Head Teacher

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



- Hours of work - term time Mon-Fri 12.00 - 1.25 p.m.

Person Specification: DRA

Personal qualities

- Have experience of working with young children and genuinely enjoy working with them and understanding their needs and individuality.
- 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 and other members of staff.
- Good sense of humour.
- Punctual.

This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A Criminal Record Disclosure will be required prior to appointment.