



Ravensdale Primary School

POSITION:	Lunchtime Support Assistants
REPORTS TO:	Senior Supervisory Assistant & School Business Manager
RESPONSIBLE FOR:	Lunchtime Safety and Ethos.
GRADE:	1

KEY PURPOSE OF THE JOB

To be responsible for securing the safety, welfare and good conduct of pupils during the midday break, in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher and Senior Lunchtime Supervisory Assistant and in close co-operation with the other members of the team.

Main Duties and Responsibilities:

1. Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Head Teacher and to provide appropriate care and security to children, in a kind and understanding manner, ensuring that they feel happy and safe.
2. Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
3. Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
4. Assist very young or less able pupils in developing eating skills.
5. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
6. Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
7. Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Senior Lunchtime Supervisory Assistant informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
8. Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.
9. Follow fire and evacuation procedures and check pupils are safe.
10. During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining areas and, in particular, the cleaning of dining furniture.
11. Put away tables and chairs.
12. Any other duties and responsibilities within the range of the salary grade.
13. Each Supervisory Assistant will uphold the strictest confidence during discussions about individual children's needs.
14. Supervisory Assistants will be alert for the signs of bullying and racism. This should be stopped immediately and reported to the Deputy Head or Head Teacher.
15. All Supervisory Assistants are strongly encouraged to PLAY with the children as a means of developing positive relationships with the children and as acting as a positive role model to them.

16. CONFIDENTIALITY OUTSIDE OF SCHOOL WILL BE UPHOLD AT ALL TIMES.

All duties and responsibilities must be carried out with due regard to the Coventry City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

All employees

The post holder must comply with the Ravensdale School 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 would be affected by their actions or by their omissions;
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform 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 procedures of the Local Authority and Ravensdale School 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 is being abused or neglected;
- To report immediately to the Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Ravensdale School Equal Opportunity Policy.

Duties which include the processing of any personal data must be undertaken within data protection guidelines.

PERSON SPECIFICATION

	Job Requirements
Skills and Abilities:	<ul style="list-style-type: none"> • Able to provide appropriate care and security to children, in a kind and understanding manner, ensuring that they feel happy and safe. • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner. • Basic reading and writing skills to maintain records of accidents and first aid, and check that pupils have paid for their meals or are entitled to free meals. • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner. • Able to administer basic first aid. • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way. • Able to supervise and control children to minimum set standards of discipline. • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant. • Able to assist pupils with developing their eating skills. • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays.
Behaviours:	<ul style="list-style-type: none"> • Warm manner • Upholds and believes in Ravensdale's values (trust, child centred, stewardship, pro-active, transparent, developmental) • Communicates positively and warmly with adults and children alike • Understands, believes in and maintains 'unconditional positive regard' for others, adults and children.
Experience:	<ul style="list-style-type: none"> • Experience of working with children in some capacity of responsibility e.g. previous experience, preferably school experience: <ul style="list-style-type: none"> - In a primary school – this should be with 3 to 11 year olds.
Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment.