

Job Description

Job Title:	Lunchtime Assistant
Scale:	Grade 1 SCP 3 £18, 562 pro rata to hours and weeks worked.
Hours:	6.25 hours per week. Term Time Only
Responsible to:	Office Manager / Headteacher
Focus:	<ul style="list-style-type: none"> • To assist in a safe lunchtime provision. • To support the engagement and enjoyment of all children in their play.

Key Area of Responsibility	Brief Outline
Generic responsibilities	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. • To model the values, ethos and vision of the Trust. • To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature.
Specific responsibilities	<ul style="list-style-type: none"> • Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures. • To clean trays, tables, chairs and if necessary floor surfaces during lunchtimes to ensure that the dining area is left in a tidy condition. • To supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; as directed. • To support and manage the behaviour of students in line with School and Trust policy. • To encourage students' healthy eating. • To follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a pro-active approach to health and safety matters. • To ensure that students' queue for lunch in an orderly and safe manner and use good manners towards catering staff. • To deal with any immediate problems or emergencies according to the Trust's policies and procedures. • To complete training in first aid and to provide first aid where required in the event of any issues or emergencies.
Special Conditions	<ul style="list-style-type: none"> • The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.

Person Specification

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Application	<ul style="list-style-type: none"> Application form. Fully supported in references. 		Application/ references
Qualifications		<ul style="list-style-type: none"> First Aid. Food Hygiene. Safeguarding of children 	Application
Experience	<ul style="list-style-type: none"> Working as part of a team. 	<ul style="list-style-type: none"> Working in a school setting/ environment. 	Application/ interview
Knowledge & Skills	<ul style="list-style-type: none"> Be articulate and able to converse confidently in a pleasant and professional manner. The ability to communicate both orally and in writing. Be prepared to undertake training in health and safety, safeguarding, fire procedures, OPAL and all other relevant legislations. 	<ul style="list-style-type: none"> Able to use digital devices such as an iPad Working knowledge of health and safety, safeguarding, fire procedures and all other relevant legislations. 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> Flexible approach to work. Ability to be punctual. The ability to solve problems logically. The ability to work as an effective member of a team. Self-motivated. 	<ul style="list-style-type: none"> Ability to prioritise and the flexibility to adapt where necessary Commitment to a fast moving and rapidly improving primary school and the ability to cope well with change 	Application/ interview
Other requirements	<ul style="list-style-type: none"> Smart appearance. Positive approach to the benefits of play 	<ul style="list-style-type: none"> The ability to enhance play through planning in the moment 	Application/ interview