

Job Description

Post title: Lunchtime Assistant

Contract: Part Time, Permanent

Pay range: Band 4, SCP 3-4

Line manager: Head of School

Location: Appleton Academy

Hours of Work: 7.5 hours per week

Purpose of the Role:

To supervise and ensure the health and safety of pupils at lunchtimes, encouraging them to treat each other with respect and always follow the school's behaviour policies. To support children's development at lunchtimes and contribute to the successful delivery of the service in accordance with the relevant guidelines, policies and procedures.

Key responsibilities:

EFFORT DEMANDS:

- Will work under supervision and on occasion under own initiative, working to the priorities/instructions set by the Senior Lunchtime Supervisor/Office Manager/Headteacher, identifying any issues and reporting as appropriate.
- To contribute to the overall ethos/work/aims of the school, working courteously and co-operatively with all colleagues.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

RESPONSIBILITIES:

- Supervision of children throughout lunchtime including supervision of hand washing and toileting as necessary; ensuring their safety and encouraging good hygiene whilst having regard for school policies on behaviour/health and safety as well as using some initiative when dealing with unexpected situations (handling case of illness etc).
- Supervision of the Dining Hall and other designated areas, both inside and outside where pupils play/congregate during lunchtime, encouraging children to play and help with play activities.

Together we Exceed

10050238
info@exceedacademiestrust.co.uk
01274 086 490
www.exceedacademiestrust.co.uk

- Dealing with minor problems and reporting persistent unruly behaviour to the Senior Lunchtime Supervisor/Office Manager/Headteacher.
- Dealing with minor accidents and report serious incidents to the Senior Lunchtime Supervisor/Office Manager/Headteacher as soon as possible whilst following the schools accident procedures. Access to First Aid equipment and telephone will be given.
- Report any incidents of fighting or bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor/Office Manager/Headteacher, as appropriate.
- Provide any necessary assistance to children in respect of portion control, difficult food, clearing of plates/containers and seating arrangements, ensuring that the expectations of good eating habits and good behaviour set out by the school are upheld.
- Leaving the Dining Hall and other designated areas in a tidy condition (wiping tables, removal of spillage etc).
- Ensure that all dining and other areas are cleared of pupils at the end of the lunchtime period.
- Refer any enquiries from parents to the Senior Lunchtime Supervisor whilst maintaining strict confidentiality at all times.
- Responsible for general school and dining room equipment, school premises and property.
- Responsible for reporting building maintenance in accordance with health and safety.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Ability to deal with diverse behaviour and problems presented by children in the school.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety polices and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.



Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS <ul style="list-style-type: none"> • GCSE grade C or above (or equivalent) in Maths and English 	E	Application and Interview
EXPERIENCE <ul style="list-style-type: none"> • Experience working in a similar role with children of appropriate age • Experience of working in a team situation • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level 	D E E	Application and Interview
KNOWLEDGE/SKILLS/ABILITIES (Core competencies) <ul style="list-style-type: none"> • Have an understanding of the needs of children during lunchtime with an appreciation for their requirements in play situations and in an eating environment. • Have an awareness of Health and Safety issues relevant to lunchtime in a school environment. • Be willing, courteous and able to work both using your own initiative and in a team. • Respect confidentiality. 	E E E E	Application and Interview
PERSONAL QUALITIES <ul style="list-style-type: none"> • Have a neat and organised approach to work. • Have a friendly and approachable manner 	E E	Application and Interview

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

