

## JOB DESCRIPTION & PERSON SPECIFICATION



**SCHOOL:** St Joseph's Catholic Primary School, Hartlepool

**POST TITLE:** Lunchtime Assistant

**BAND:** 1 SCP 3

**REPORTS TO:** Line Manager

**MAIN PURPOSE:** To supervise pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

### TASKS:

- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school or packed lunch are in the dining hall at the correct time and completing dinner register as required
- Help younger pupils at the serving counter with the proper use of cutlery, and help them cut up their food when necessary
- Assist pupils with the return of used plates, trays, cutlery and beakers etc.
- Assist with the cleaning of tables when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Clean and put away all tables and chairs at the end of the lunch period and sweep dining hall floor
- Report to the Cook any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- Devise and initiate and lead constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the lunch break, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher or appropriate staff any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- To undertake Paediatric First Aid & Administration of Medication training.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

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The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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**POST TITLE:** Lunchtime Supervisor

**BAND:** 1 (SCP3)



	ESSENTIAL			DESIRABLE		
	Attribute	Stage Identified		Attribute	Stage Identified	
<b>QUALIFICATIONS &amp; TRAINING</b>	E1	Basic Skills	AF,I,R	D1	First Aid Training	AF,C
	E2	Willingness to participate in training and development opportunities	I,R	D2	Safeguarding Training	AF,C
<b>EXPERIENCE</b>				D3	Experience of working in a primary school Environment	AF,I,R
				D4	Experience of working with children in a similar age group	AF,I,R
<b>SKILLS / KNOWLEDGE</b>	E3	Ability to relate well to children and adults	I,R	D5	Relevant knowledge of First Aid	AF,I,R
	E4	Good communication skills	I,R	D6	Knowledge of Child Protection	AF,I,R
	E5	Ability to work effectively as part of a team	AF,I,R	D7	Knowledge of Health & Safety	AF,I,R
	E6	Be able to maintain confidentiality	I,R			
	E7	Good listening skills	I,R			
	E8	The ability to organise lunchtime activities for children, in conjunction with other staff in school	AF,I,R			
	E9	The ability to be proactive and ensure that children's lunchtimes are safe and happy	I,R			
	E10	Able to use own initiative	I,R			

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	E11	The ability to manage behaviour of children in a positive and supportive manner	AF,I,R
	E12	An understanding of hygiene and good health	AF,I,R
<b>PERSONAL ATTRIBUTES</b>	E13	Friendly, approachable and professional manner	I,R
	E14	Calm approach	I,R
	E15	Suitability to work with children	I,R,D
	E16	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF,I,R
	E17	Be able to conduct a conversation and answer questions in English, for an extended period of time where necessary	I

Key – Stage Identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure & Barring Check

Issues arising from references will be taken up on interview, all appointments are subject to satisfactory references.