Hours of work will be 11:40am – 1:40pm daily and will include outside playtime duties daily. The role and responsibilities are outlined below, though not exhaustive.

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| Role:To actively supervise the pupils in the dining hall, playground and throughout the school premises during breaks and the lunchtime period.To assist colleagues in all reasonable ways during working hours to support children and line manager in completing necessary daily tasks.Lunchtime Support Duties: |
| 1. Set up and clear away the lunchtime area before and after the lunchtime period.
2. Actively supervise children during the lunch period, encouraging them to eat their meals, gently encourage them to try new foods, and advise children of the health benefits of maintaining a balanced diet.
3. Supporting pupils during lunch times, while they eat their lunch and make sure tables are clean and water is available.
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| 1. Clean floors and surfaces in the dining room and surrounding areas, using materials and methods prescribed by the school.
2. Clean certain lunchtime service equipment such as placemats, etc.
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| 1. Obtain basic food level hygiene certificate in order to perform duties outlined above
2. Ensure standards for healthy eating and table manners are maintained
3. Adhere to all school policies and procedures.

Playground Assistant Duties:1. Supporting pupils during break times, leading them in suitable activities and supervising them safely.
2. Report accidents and complete accident form if necessary
3. Ensure that discipline policies are implemented
4. Support the work of the staff and other supervisory assistants
5. To escort the children to and from the dining area and ensure their safety at all times
6. Lead the children in the establishment of suitable activities
7. Record inappropriate pupil behaviour and convey serious incidents to the appropriate staff
8. Maintain checks throughout the lunch break to ensure pupils are safe
9. To help with preparation of resources and the setting up of the classroom/play areas as directed by the staff as appropriate to your time.
10. Adhere to all school policies and procedures.

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