



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

Lunchtime Assistant

Contract Type: Permanent, Term Time Only

Hours: 11:45am – 1:45pm, Monday to Friday (10 hours per week)

Salary: £13.85 per hour

Job Purpose

We are looking to appoint an enthusiastic and caring Lunchtime Assistant to join our friendly team. This is an important role within our prep school, ensuring that pupils enjoy a safe, happy and well-organised lunchtime in the dining room.

Main Duties and Responsibilities

- Assist with the serving of food to pupils in the dining room.
- Work under the direction of the Senior Lunchtime Supervisor, who is responsible for managing allergies and dietary needs.
- Supervise pupils in the dining room.
- Promote and model positive behaviour in line with the school's behaviour policy.
- Support younger pupils with opening food containers, cutting up meals and clearing away trays as needed.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH
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- Ensure the safety, welfare and good conduct of pupils at all times, reporting any concerns to the Senior Lunchtime Supervisor or a member of staff.
- Clean up spillages of food and to organise clearing cutlery and crockery off tables.
- Undertake any other reasonable duties requested by the Head or Senior Lunchtime Supervisor to support the smooth running of the school day.

Person Specification

- Enjoys working with children and can build warm, positive relationships.
- Reliable, punctual and a good team player.
- Good communication skills with both children and adults.



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