



nishkamhighschool

birmingham

Post Title: Lunchtime Assistant
Location: Nishkam High School
Reporting to: Site Supervisor

JOB DESCRIPTION

Main activities will include:

- Supervise behaviour of pupils, ensuring safe and orderly conduct within the dining hall
- Monitor pupils in the dining hall to encourage them to eat healthy lunches and complete their meal
- Ensure the dining hall is set up, ready for pupils at the beginning of each sitting, i.e. clean the tables, lay out the tables with cutlery, water, glasses and condiments, set up the trolleys and bins
- Use the tills on a daily basis to record sales of food and drink
- Monitor and support pupils at the Hand Washing Area
- Supply drinks to pupils who receive school dinners
- Assist pupils using trolleys, when distributing meals
- Ensure that all areas of the dining hall are left safe, clean and tidy ready at the end of lunchtime, i.e. sweeping and mopping the floor, emptying trolleys and bins
- Send all used cutlery and plates to the dining hall kitchen ready to wash
- Ensure pupils clear away plates, glasses and cutlery
- Any other duties appropriate to the post

General Responsibilities:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Support the school's vision, mission, faith and ethos
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development reviews

Other:

- Lunchtime Assistant should be comfortable working with and alongside pupils
- Ability to communicate and interact effectively with children and colleagues
- Ability to maintain a positive, safe and healthy school environment
- Basic childcare and health & safety knowledge

Signature of Manager:

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Date:

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Signature of post holder:

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Date:

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PERSON SPECIFICATION – Lunchtime Assistant

Experience / Knowledge:	<p>Basic childcare and health & safety knowledge.</p> <p>Basic literacy and numeracy skills.</p> <p>Experience working with children in a school setting.</p> <p>Experience of working as a lunchtime supervisor.</p>	<p>Essential</p> <p>Essential</p> <p>Preferred</p> <p>Preferred</p>
Key Skills:	<p>Ability to communicate and interact effectively with children and colleagues</p> <p>Ability to maintain a positive, safe and healthy school environment</p> <p>Ability to work in a team and use own initiative</p> <p>Ability to understand and comply with school policies including Child Protection and Health & Safety Procedures.</p> <p>The ability to form constructive working relationships with colleagues and communicate with a range of audiences, including other employees, governors, parents and pupils.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal Attributes:	<p>Reliability, integrity, enthusiasm, energy, perseverance, adaptability.</p> <p>Effective communication and listening skills</p> <p>To be self-motivated, able to work using own initiative and work as a team.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Qualification and Training:	<p>Basic numerical and literacy skills.</p> <p>Willing to undergo any appropriate training including First Aid Training</p>	<p>Essential</p>
Other Special Conditions of Service:	<p>There is a requirement to undertake an enhanced Disclosure and Barring Service check.</p>	