


Job Description

	Service Area:	Location:
	School: Fryent Primary School	Section:
	Post Title: Lunchtime Assistant – Level 1	Grade: S2 (10 – 13)
	Restricted: No	Post Number(s):

1. PURPOSE OF JOB

- To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.
- To contribute to the overall ethos, work and aims of the school.

2. DIRECTLY RESPONSIBLE TO: Headteacher

3. FUNCTIONALLY RESPONSIBLE TO: PA to Headteacher

4. RESPONSIBLE FOR: Not applicable

5. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- Take responsibility for the general welfare and discipline of pupils immediately prior to and during the lunch period.
- Assist in preparing the dining area for lunch and ensuring the dining area remains tidy at all times, i.e.
- setting up and putting away tables
- distributing cutlery,
- wiping and clearing tables
- spot mopping floors when spillages occur
- supervising extended counter services, i.e. serving water, salads and desserts
- Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.

- Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
- To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors, when they are not allowed outside in inclement weather.
- Ensure pupils are dressed appropriately for the prevailing weather conditions
- Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Encourage good table manners and eating habits among pupils.
- Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.

- To liaise with teachers, welfare, or kitchen staff when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.

- Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring these do not cause a safety hazard to others e.g. pupils and staff.
- Be vigilant in the dining hall and/or playground, and recognise potential dangers.
- To supervise and observe entrance to the school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to the Headteacher/senior staff member.
- Using the medical supplies provided with by Welfare, deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and reporting any serious incident or emergency to a relevant member of staff immediately.
- Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
- By agreement, accompany staff and pupils on school trips.
- Participate in training and development activities and programmes, and attend and participate in meetings as required.
- Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection/safeguarding children,
 - health, safety and security,
 - confidentiality, and
 - data protection.

- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- To be aware of the diverse background of pupils and to respect the dignity of pupils.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.