

## **Job Description**

### **LUNCHTIME ASSISTANT**

Orchard Hill College is a specialist non-residential College for students over 16 with special needs.

### **FUNCTIONAL LINKS**

The Lunchtime Assistant will liaise with other staff, volunteers and parents.

### **REPORTING RELATIONSHIPS**

The Lunchtime Assistant will be expected to work under the direction of the Management Team and the Lecturer co-ordinating the lunch period.

### **DUTIES AND RESPONSIBILITIES**

To assist in providing an effective level of support and care to all students during the lunch period. This will include:-

1. Supporting/assisting students when eating their lunch.
2. Supervising/assisting students washing hands before and after lunch.
3. Assisting students with personal/intimate care as appropriate.
4. Assisting students in participating in lunch clubs/activities.
5. Working in close co-operation with other college staff, being part of the College team.
6. Reporting any accidental injury to the Lecturer in Charge.
7. On occasion and after training, to give students their medication.
8. Complying with College policies and procedures, including Equality and Diversity, Health and Safety and Protection of Vulnerable Adults/Child Protection.

## Person Specification

### LUNCHTIME ASSISTANT

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

**You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

### Skills and Experience

1. Some experience of working, caring or voluntary work with people who have disabilities.
2. Able to communicate effectively with students and staff.
3. Able to supervise individual and small groups of students, coping with emergencies.
4. Able to organize and supervise simple activities for groups of students.
5. Able to assist students with personal/intimate care sensitively and safely.
6. Able to assist students with challenging behaviour, alongside and under the direction of staff.
7. Willing to undergo training, as required, in order to develop further in the role.
8. Aware of Equal Opportunities issues, able to comply with the College Equality and Diversity policy and Health and Safety policies.
9. Able to adhere to the College's Confidentiality policy.

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6. Able to assist students with challenging behaviour, alongside and under the direction of staff.
7. Willing to undergo training, as required, in order to develop further in the role.
8. To have an understanding of the important of equal opportunities, and the ability to comply with the College Equality and Diversity Policy, and Health and Safety Procedures.
9. Able to adhere to the College's Confidentiality Policy.