

## **Willow Bank Junior School**

### **LUNCHTIME ASSISTANT**

#### **Job Description and Person Specification**

##### **Responsible to:**

Midday Supervisor

##### **Job Purpose:**

To supervise and ensure the welfare of pupils during the lunchtime period, both while eating their meals and in the playground.

##### **Specific Responsibilities:**

- Supervise and ensure the welfare of the children during the lunchtime break both inside and outside the school building. During wet weather, supervise pupils inside the school as directed.
- Prepare the school hall for lunch by putting out the tables and chairs.
- Ensure all the tables and the area are clean and clear of rubbish for pupils to begin lunch and that they are clean and clear for the afternoon school session.
- Monitor pupils' behaviour at all times, in conjunction with the school's Positive Behaviour Policy.
- Assist pupils with the times and locations of any lunchtime activities and ensure they have returned on time for afternoon registration.
- Administer first-aid as required.
- Ensure all accidents are recorded and reported to the midday supervisor or class teacher.
- Be pro-active and vigilant regarding any situations which may be a cause for concern, e.g. bullying or children isolated from activities. Take appropriate action to resolve these issues and report to the midday supervisor.
- Assist with clearing away lunchtime equipment in the playground.
- Any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

##### **General Responsibilities:**

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos, work and aims of Willow Bank Junior School.
- Support the roles of other professionals.

- Participate in training, other learning activities and performance development as required.

**Specific Skills:**

- Experience of working with or caring for children of relevant age.
- Excellent communication and interpersonal skills
- Good listener and sensitive to pupils' needs
- Ability to work within a team environment as well as working independently
- First-aid qualification (desirable but not essential)

**General Skills and Attitude:**

- Caring and positive attitude
- Calm under pressure, flexible and energetic
- Professional and 'can do' approach

**Hours of Work:**

- 5 days per week totalling 6 hours and 40 minutes per week, specific hours are 11:50 – 13:10.
- We will also consider 3/4 days per week.

**Grade/Salary:**

- NJC Grade 3 (point 5)
- Actual - £3,850 per annum
- Full-time equivalent - £25,583 per annum

**Holiday Entitlement:**

- This is a term-time only role for 190 days per year.
- The role attracts 20 days paid holiday (rising to 25 days after five years' continuous service), plus statutory bank holidays, which is reflected in your salary.
- There is no entitlement to holiday taken during term-time, unless by prior agreement in exceptional circumstances.

**Contract:**

- Fixed Term Contract to 1st June 2027