

## Job Description: Lunchtime Assistant

Responsible to:	Catering Manager/Headteacher
Job Type:	Permanent
Grade:	3
Hours per week:	
Working weeks:	38
Location	<sup>1</sup> Millbrook Primary School

**Context :** To work under the instruction/guidance of teaching/senior staff to help ensure the safety, welfare and good conduct of pupils during the midday break period.

### Support for Pupils

- Supervision of the pupils in the dining hall, playground areas and school premises.
- Ancillary associated duties eg. cleaning up of spillages, ensuring the tables are clean and tidy, putting away benches etc.
- To encourage responsible play by all children and supporting activities where possible.
- To follow the wet lunchtime procedures.
- To direct playground patrol leaders to key areas for safety purposes and supervise activities they run.
- To ensure the maintenance of good table manners, discipline and order in accordance with the school

### Behaviour Policy

- To administer basic First Aid in the playground where necessary and refer concerns to the designated member of the staff;
- To ensure that paperwork associated to any incident is completed properly and that the relevant staff are informed.

### Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times including at lunchtime when required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> Working with or caring for children of relevant age Experience of working with children in a school setting	E D
<b>Qualifications &amp; Training</b> First aid training/training as appropriate	D
<b>Knowledge &amp; Skills</b> Good oral communication skills Have a positive attitude to behaviour and able to demonstrate positive behaviour strategies Show a willingness to build constructive working relationships and communicate effectively with pupils and colleagues. Ability to use initiative within set parameters. Ability to be firm and calm and respond quickly to developing situations. Demonstrate an energetic, friendly and patient caring approach. Demonstrate a positive attitude to training and to be able to work as part of a team. Awareness of school security Awareness of basic Health and Safety principles, including manual handling of equipment. Willingness to support the wider school community	E E E E E E E D D D

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