



Seva School  
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### Job Description: Lunchtime Assistant

<b>School's Values</b>	<p style="text-align: center;">Our School's Mission Statement        SEVAK SEAV KARAHAE SABH THAEREE</p> <p style="text-align: center;">"O LORD. ALL THINE SERVANTS, WHO RELISH THE NAME. PERFORM THY SERVICE"</p> <p>Our school's standards are of Selfless Service, Excellence, Virtues and Aspiration (SEVA) with our named virtues being kindness, courage, honesty, tolerance respect and responsibility. We promote five principles of character development: to be presentable, polite, prepared, positive and punctual. Our school promotes an active sense of citizenship and regard for sarbat dha ballah (common good of all). At Seva School, our aim is for our whole community to actively engage with all that the Sikh faith encompasses and modern British Values promote. When applying for this post it is considered pertinent that you reflect and support the school and its values and aims.</p>
<b>Details</b>	<p>Seva School is recruiting for a Lunchtime Assistant to join our welcoming and inclusive team. The school is an all-through school for pupils aged 4 years to 16 years old. The role will comprise of any MAT school with a base at Sevak Education Trust.</p> <p>Contract Type: Term-time only, 11:00am – 2:30pm</p> <p>Salary: SCP 3 £24,796.00</p>
<b>Responsible to</b>	<p>School Business and Operations Manager</p>
<b>Core Purpose</b>	<p>To be responsible for the safety, welfare and conduct of pupils during the midday break, in accordance with agreed procedures and practices of the school and under the direction of the School Business and Operations Manager, individually or as a member of the team.</p>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Principal.</li> <li>• Setting up of dining room including putting out tables and moving furniture, putting out eating utensils and filling cups with water</li> <li>• Supervising washroom activity</li> <li>• Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.</li> <li>• Ensure there is an orderly start to lunch and practice good behaviour throughout the lunch time service.</li> <li>• Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.</li> <li>• Assist very young or less able pupils in developing eating skills.</li> <li>• Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.</li> <li>• Undertake ancillary duties, including wiping tables, cleaning spillages immediately to protect children/adults from slipping, e.g. food and vomit.</li> </ul>

	<ul style="list-style-type: none"> <li>• Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child.</li> <li>• Keep the Lunchtime Supervisor Lead or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so).</li> <li>• Organise activities for pupils where necessary, in particular, indoors provision during wet weather.</li> <li>• Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy.</li> <li>• Follow fire and evacuation procedures and check pupils are safe.</li> <li>• During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining areas and, in particular, the cleaning of dining furniture.</li> <li>• Put out/clear tables and chairs.</li> <li>• Any other duties and responsibilities with the range of the salary grade.</li> </ul>
<p><b>Safeguarding</b></p>	<p>The Sevak Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).</p> <p>The applicant must adhere to the following:</p> <ul style="list-style-type: none"> <li>• The policies and procedures adopted by the Sevak Trust are fully implemented and followed by all staff.</li> <li>• To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health &amp; Safety legislation and Staff Code of Conduct and Staff Handbook.</li> <li>• To promote the protection and safeguarding of pupils through the active implementation of relevant school policies and procedures with reference to: Safeguarding and Child Protection Policy, Behaviour Policy, KCSiE and the Staff Code of Conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.</li> </ul>
	<p><b>Date</b> .....</p> <p><b>Signed</b> ..... <b>Post Holder</b></p> <p><b>Signed</b> ..... <b>Line Manager</b></p> <p>The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you. Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers and support staff will be expected to comply with any reasonable request from their line manager to undertake work related to their role that is not specified within this job description, and which is commensurate with the level of the post.</p>

### Person Specification

- Good communication skills in English: Speaking, Reading and Writing.
- Good IT skills.
- Able to communicate effectively to receive and pass on information and instructions and provide guidance in a firm but pleasant manner.
- Basic reading and writing skills to maintain records of accidents and first aid.
- Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.
- Able to administer basic first aid.
- Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.
- Able to supervise and control children to minimum set standards of discipline.
- Able to adhere to guidelines set by the Principal for lunchtime supervision and accept supervision from the lunch-time Supervisor Lead.
- Able to assist pupils with developing their eating skills.
- Able and willing to clean-up food or vomit or other materials and undertake tasks such as carrying food/trays.

Experience of children in some capacity of responsibility, e.g. own children or previous school experience:

- In a primary school – this should be with 4 to 11 year olds.
- In a secondary school – this should be with 11 to 16 year olds.

When selecting applicants for short-listing, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples and evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting. Due to the number of applications the school receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting.

The school regrets that it is unable to pay expenses incurred by attendance at interview.