



Responsible to: Head Teacher and Class Teachers

Location: Sheerhatch Cople

Hours: 11:45am -1:15pm five days a week + 5 training days

Salary: Level 1d (£12.85 per hour)

Main Purpose of Job:

- To ensure the safety and general welfare and proper conduct of the children during the lunchtime period and to support the children in the classroom directly after lunch.
- To work with colleagues to safeguard and promote the welfare of children.

Duties and Responsibilities:

- Setting up the lunch hall and clearing up after the children have finished their lunches.
- To supervise pupils immediately before, during and after the mid-day meal. This includes pupils who have a school meal as well as pupils who bring their own food.
- Supervision of hand washing.
- Supervision of pupils' entry into the dining room.
- Assistance for pupils where necessary to carry trays etc.
- Assistance of pupils where necessary to cut up meat and guidance on the proper use of cutlery.
- Serve food to pupils (following successful completion of a food hygiene certificate)
- Carrying out minor first aid and summoning help to deal with injuries.
- Supervising pupils in the playground, encouraging active play and organising games.
- Supervising children at the end of play.
- To inform the classteacher of any issues that may be relevant from lunchtime.
- To attend any relevant training.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To work with colleagues safeguarding and promoting the welfare of children.
- To undertake any other duties of a similar level and responsibility as may be required from time to time.

Sheerhatch Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo appropriate safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check. Online checks will be carried out in line with statutory guidance. References will be taken up prior to appointment, and the role is subject to satisfactory pre-employment checks in accordance with **Keeping Children Safe in Education**.