

## **Willow Bank Infant 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:**

- To support all children in the school to have amazing play times and develop their social relationships with others. Promoting wherever possible our school values of kindness, resilience, independence, community, bravery and respect.
- To supervise and ensure the safety and welfare of the children during the lunchtime break both inside and outside the school building. In the case of bad weather, supervise children inside the school as directed.
- Assist with putting out tables and chairs for lunch. Clear and clean tables with anti-bacterial spray. Clean and tidy tables again after lunch, ensuring everything is ready for use in the afternoon.
- To monitor the behaviour of the children at all times in conjunction with the school's policy on discipline and behaviour.
- Assist children with the times and locations of any lunchtime activities and ensure they return on time to their classroom for the afternoon session.
- When trained, administer First Aid as required ensuring all accidents are recorded in the accident book and reported to the supervisor in order that any appropriate action may be taken.
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or friendship issues. Take appropriate action to resolve these issues and report them to the Lunchtime Supervisor/Class Teacher.
- Observe the use of all play equipment at all times with regards to safety.
- Assist any children who may require help with a toilet incident as appropriate.
- Communicate and work as part of a team with other members of the play team.
- At all times observe Health and Safety regulations relating to the school and be aware of safeguarding procedures.
- Retain confidentiality on all aspects of school life.
- Any other duties that reasonably fall within the spectrum of the post, which may be allocated after consultation with the post holder.

**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 Infant 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 12:00 – 13:20.
- We will also consider 3/4 days per week.

**Grade/Salary:**

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

**Contract:**

- Fixed Term Contract to 31<sup>st</sup> December 2026