

Job Description and Person Specification

Job Description



Job Title:	Lunchtime Assistant
Scale:	Grade 1 SCP 3
Responsible to:	Lunchtime Supervisor/ Central Support Manager.
Focus:	<ul style="list-style-type: none"> To assist in a safe lunchtime provision. To support the engagement and enjoyment of all children in their play.
Specific responsibilities:	<ul style="list-style-type: none"> Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures. To clean trays, tables, chairs and if necessary floor surfaces during lunchtimes to ensure that the dining area is left in a tidy condition. To supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; as directed. To support and manage the behaviour of students in line with School and Trust policy. To encourage students' healthy eating. To follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a pro-active approach to health and safety matters. To ensure that students' queue for lunch in an orderly and safe manner and use good manners towards catering staff. To deal with any immediate problems or emergencies according to the Trust's policies and procedures. To complete training in first aid and to provide first aid where required in the event of any issues or emergencies.
General:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. To model the values, ethos and vision of the Trust. To contribute to the overall ethos, work and aims of the Trust. To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature. Attend relevant meetings as required. Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times. Be aware of, and support, difference and ensure that all students have access to opportunities to learn and develop. Maintain good relationships with colleagues and work together as a team. Appreciate and support the role of other professionals. To attend any training courses relevant to the post, ensuring continuing, personal and professional development. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
Special Conditions	<ul style="list-style-type: none"> The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties; The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager; The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to; To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

Person Specification

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Application	<ul style="list-style-type: none"> Fully supported in references. Fully completed application form which details previous experience and provides further information about relevant experience and skills. 		<ul style="list-style-type: none"> Application References
Qualifications	<ul style="list-style-type: none"> Willingness to undergo training relevant to the post. 	<ul style="list-style-type: none"> First Aid. Food Hygiene. Safeguarding of children 	<ul style="list-style-type: none"> Application Interview
Experience	<ul style="list-style-type: none"> Working as part of a team. 	<ul style="list-style-type: none"> Working in a school setting/ environment. 	Application/ interview
Knowledge & Skills	<ul style="list-style-type: none"> Able to work in a busy and demanding environment. Be articulate and able to converse confidently in a pleasant and professional manner. The ability to communicate both orally and in writing. Be prepared to undertake training in health and safety, safeguarding, fire procedures, OPAL and all other relevant legislations. 	<ul style="list-style-type: none"> Able to use digital devices such as an iPad Working knowledge of health and safety, safeguarding, fire procedures and all other relevant legislations. 	<ul style="list-style-type: none"> Application References Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> Flexible approach to work. Ability to be punctual. The ability to solve problems logically. The ability to work as an effective member of a team. Self-motivated. 	<ul style="list-style-type: none"> Ability to prioritise and the flexibility to adapt where necessary Commitment to the school and the ability to cope well with change. 	<ul style="list-style-type: none"> Application References Interview
Other requirements	<ul style="list-style-type: none"> Smart appearance. Positive approach to the benefits of play 	<ul style="list-style-type: none"> The ability to enhance play through planning in the moment. 	<ul style="list-style-type: none"> Application References Interview

Assessment against the criteria outlined above will be through the Application Form, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Any relevant issues from references will be taken up at interview.