



Job Description

Lunchtime Assistant – Grade 2

Responsible to: Catering Manager / Headteacher	Grade: 2
Hours: 5 hours per week (12.00 – 13.00)	Duration: Temporary - Term Time Only
Main Location: Buckland C of E 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
- 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

¹ Faringdon Learning Trust (FLT) 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 FLT can be found at www.faringdonlearningtrust.org.

Qualifications and Experience

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