

Job Description

Job title	Operations Support Assistant- Lunchtime
Salary Scale	NJC
Responsible to	Deputy Head Teacher/ SENDCo
Purpose of Job	
<ul style="list-style-type: none"> • An Operations Support Assistant is a member of a team of practitioners responsible for the care of the children in the school • An Operations Support Assistant works as part of a team assisting in supervising and ensuring the safety and welfare of children during the midday break • An Operations Support Assistant supervises children in and about the premises and site(s) of the school and in the dining hall • An Operations Support Assistant encourages children to treat each other with respect and to follow the school's Behaviour Policy at all times • An Operations Support Assistant supports all operations at lunchtime, including preparing the lunch hall for lunch and cleaning it after lunch 	
Support for learners	
<ul style="list-style-type: none"> • Establish productive working relationships with learners, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all learners • Encourage learners to interact with others and engage in activities • Supervise and provide specific support for learners, including those with special needs, ensuring their safety and access to learning activities • Be responsible for first aid (after training) in the event of accident or injury and provide documentation as required • Promptly report signs of health problems to the class teacher and comply with school policy and procedures for recording information about pupils' health, including issues of confidentiality • Promptly report any safeguarding or welfare concerns in line with school policy and procedure 	
Supervision and control of learners in the dining hall including:	
<ul style="list-style-type: none"> • Where appropriate, assist/supervise children with their general hygiene requirements (washing, toileting changing clothing in accordance with School Policy) prior to entering the dining room • Organising dinner queue and entrance of children into dining hall and from dining hall to playground; • Ensuring good behaviour and calm atmosphere at all times • Dealing with any unacceptable behaviour that may occur by intervention or calling for assistance, reporting incidents to Head Teacher/SLT according to severity of incident • Directing children to seats, deciding on seating arrangements, separating children, where necessary • Encouraging children to eat (including those with packed lunches) especially those with special needs or disabilities • Being aware of children on special or restricted diets for medical reasons from information provided at the school • Assisting children with cutting up food or pouring water, where necessary • Encouraging social skills and good table manners, ensuring safety with knives and forks • Ensuring children tidy/clear up in a satisfactory manner 	

- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to children/staff
- Dealing with any spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room, if appropriate
- Sharing responsibility with other Operational Support Assistant s and/or Class Teachers (Reception) for the maintenance of order and discipline in the dining hall area

Supervision and leading of children in the playground and about other school premises, including:

- Where appropriate, collecting children from classrooms and if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation
- Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers observed outside of the school grounds and report to the Head Teacher, or designated SLT member
- Direction and leading of children to and from the playground and supervision of their activities and behaviour, ensuring their safety and well-being, providing emotional support where necessary
- Preventing bullying/ child on child abuse, being aware of changes in friendships, encouraging socialising and play
- Participating in or leading games
- Discouraging any dangerous activities, including 'play fighting'
- Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Supervision and control of children inside school premises when they are not allowed outside in inclement weather, including occupying children in various games and activities
- Ensuring in accordance with instructions given that all children return to the care of Class Teachers at the end of the midday break period.

Associated Ancillary Duties:

- Checking toilet areas regularly for signs of disrespectful or unsafe behaviours
- Ensuring children are actively engaged in activities, where they are supervised
- Reporting any damage, blockages and health and safety hazards to the Site Manager or Head Teacher;
- Ensuring that any children who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Being aware of cultural differences between children, dealing with any incidents of racism or sexism in accordance with agreed procedures
- Assist with cleaning the dining hall at the end of lunchtime

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed
- Participate in training, staff meetings, other learning activities and performance development when required
- Establish positive/effective relationships with all stakeholders, including parents and governors
- Undertake all relevant training as directed by senior staff, including first aid training and safeguarding training

- Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.
- Contribute effectively to the review of team practice, identifying and sharing information on opportunities for improvement
- Demonstrate a willingness to share information and expertise, which could benefit other team members in their work
- Comply with health and safety regulations
- Give clear, accurate and complete information to staff as needed for them to work effectively
- Show a high level of professionalism at all times in accordance with school policies and procedures
- Be aware of confidentiality and maintain confidentiality linked to home/student/teacher /work as appropriate
- Take part in the wider life of the school
- Undertake duties as directed by senior staff
- Be aware of and comply with policies and procedures relating to child protection; health and safety
- Confidentiality; and data protection and report all concerns to an appropriate person

ADDITIONAL REQUIREMENTS

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
 2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
 3. The post holder is expected to demonstrate a flexible approach in the delivery of work.
- Consequently, the post holder may be required to perform work not specifically identified in the job description.

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above

Person Specification

Essential criteria
Education and Qualifications
Basic literacy skills
Experience- Relevant work and other experience
Experience working with children
Experience working in a team
Skills & Ability
Be able to: Fulfil all spoken aspects of the role with confidence Commit to the ethos and values of the school Encourage children to keep to the school's behaviour code Develop professionally positive and appropriate relationships with children and staff Communicate positively and effectively to children and listen to them Actively contribute to a happy safe and supportive play environment Work within a team
Training
Willing to undertake appropriate training- safeguarding, first aid and other health and safety training
Traits
Approachable, sympathetic, enthusiastic, patient, resourceful and able to stay calm.