

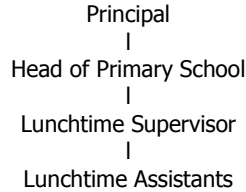
JOB DESCRIPTION

Department: Support - primary	Location: The Duston School
Job Title: Lunchtime Assistant	Grade: (8 – 10)
Accountable to: Lunchtime Supervisor	Terms of employment: Permanent

JOB PURPOSE

To provide lunchtime supervision for children aged 4 to 11 years.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

This job profile is to guide the work you will initially be required to undertake. It may be altered from time to time to meet changing circumstances.

The post is one which requires the performance of the following particular responsibilities:

- Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meal service.
- Understand how to lay out the dining area and equipment to make the best use of the space and run the best meal service.
- Understand how to work with the catering team organise the dining room service in the quickest and safest way.
- Understand the personal hygiene standards, food safety practices and procedures required and understand the importance of following them.
- See that any spillage is removed quickly.
- Know children's food allergies and manage them.
- Control queues to dining areas.
- Assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Ensure acceptable standards of behaviour are maintained.
- Ensure the dining areas are left clean and tidy.
- Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles – this may be inside during wet lunchtimes.
- Regularly rotate activities on offer to the children.
- Promote the inclusion of all pupils.
- Know the types of sensitive data that may be required in the catering operation for pupils in the dining area and how this must be used and stored in adherence to data protection.
- Know the organisation's safeguarding policy and procedures.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Key experience, abilities, skills and knowledge	Essential	Desirable
Ability to relate well to children and adults.	✓	
Proven experience of working with children under the age of eleven.		✓
Experience of working with adults in a supportive capacity		✓
Able to provide an environment that delivers quality care and supports wellbeing.	✓	
Able to maintain resources effectively.	✓	
Good communication skills	✓	
Able to maintain confidentiality.	✓	
Understanding of child protection issues.		✓
Ability to work in a team.	✓	
Flexible and self-motivated.	✓	

Employer:

Name:

Signed:

Date:

Employer:

Name:

Signed:

Date: