

St, Wilfrid's R.C. Primary School

Job Description for Lunchtime Assistant

As a Lunchtime Assistant you are required to work from 12:00 p.m.–1.00 p.m. each day.

Purpose of Role:

- To take responsibility for the welfare, safety, contentment, support and general supervision of all children in the school during the lunchtime period.
- To be an active, supportive member of the school team.

Main activities and Responsibilities:

- To understand the importance of the school meal and the midday break as being a social and educational occasion.
- To help children with their food, cutting it where necessary. Also to encourage them to eat a good meal and have a drink in a calm atmosphere.
- Encouraging appropriate table manners and assisting in the correct use of cutlery.
- Ensuring crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points.
- Responsibility for wiping up spillages and clearing breakages during service time in the dining hall.
- At the end of service, to clear away tables and sweep the floor.
- Controlling behaviour of pupils in the playground or in the classroom when the weather is inclement.
- Keeping pupils out of school buildings when they should be outside.
- In the dining room and playground to constantly move around, talk to the children and see all is well.
- To lead constructive play opportunities for children, for example organising group games in the playground.
- To relate to children patiently, firmly when necessary and with good humour, showing due respect for equality and cultural identities.
- To be aware of potential difficulties children might have and stop incidents before they happen.
- To understand the school policies on Health and Safety, lunchtimes etc.
- To encourage acceptable behaviour at all times, deal with incidents and refer any difficulties to the Deputy Headteacher.
- Reporting the presence of intruders or strangers.

Carrying out further instructions from the Headteacher. and encourage a caring and Christian attitude consistent with the school mission statement.

This job description may be amended at any time following consultation between the Headteacher and yourself and will be reviewed annually.