



## PRIMROSE LANE PRIMARY SCHOOL

### JOB DESCRIPTION Lunchtime Supervisory Assistant

**Grade:** A1

**Responsible to:** Lunchtime Supervisor

#### **Role**

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period

#### **Main Duties:**

1. Supporting pupils while they eat their lunch and making sure tables are clean and that water is available. Set up and clear away the lunchtime area before and after the lunchtime period
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents and complete accident form if necessary
4. Ensure that discipline policies are implemented
5. Support the work of the staff and other Supervisory Assistants
6. To escort the children to and from the dining area and ensure their safety at all times
7. Lead the children in the establishment of suitable activities
8. Record inappropriate pupil behaviour and convey serious incidents to the staff
9. Maintain checks throughout the lunch break to ensure pupils are safe
10. To help with preparation of resources and the setting up of the classroom/play areas as directed by the staff

#### **Any Special Conditions of Service:**

- There is a requirement to submit to an enhanced Criminal Records Bureau background check.
- Term time working.
- No smoking policy.

**PERSON SPECIFICATION**  
Lunchtime Supervisory Assistant

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<p><b>SKILLS</b></p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Ability to maintain a safe, calm and happy approach</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Working with or caring for children of relevant age</p> <p>Basic childcare and health and safety knowledge</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p>	<p>Application form</p>
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>		
<p><b>OTHER CONDITIONS</b></p>			