

JOB DESCRIPTION LUNCHTIME SUPERVISORY ASSISTANT

PURPOSE OF THE JOB

To keep the children safe & secure at lunch times, working as part of a team

RESPONSIBLE TO

The Principal

Key Tasks

To supervise the children during the lunch time – in the dining room, in the playground, on the field or in the school building.

To ensure smooth running of the meals service, by pouring drinks, cutting food, wiping tables, setting cutlery, cleaning spillages etc.

To supervise children as they eat sandwiches, ensuring that areas are left clean and tidy, and free from food or drink.

To ensure the safety of the children by constantly being vigilant and aware of any issues.

To uphold good behaviour at all times.

To undertake minor First Aid.

To clean any child or any area if a bodily accident has occurred.

To use appropriate language when speaking to the children and treat them all equally and fairly.

Other Duties

To undertake other duties as may reasonably be allocated

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