



JOB DESCRIPTION LUNCHTIME ASSISTANT

The duties of a lunchtime supervisor involve the safe supervision of pupils during the lunch period and ensuring children are positively engaged in activities.

Key Responsibilities:

- Promoting positive play, including making suggestions and involving yourself in activities
- Supervision of children eating meals in the dining hall, encouraging good manners and supporting healthy eating
- Ensuring children are kept safe during lunchtimes, on the playground/field and in classrooms during wet lunchtimes
- Assisting with ancillary duties, e.g. cleaning up spillages, wiping tables etc
- Administering basic first aid and keeping records of incidents and accidents
- Promoting positive behaviour through the use of the school behaviour policy and reporting serious incidents to the appropriate member of staff
- Following procedures in the School's Safeguarding Children Policy and report any concerns regarding child protection headteacher.
- Attending training where applicable.

Personal Skills

- Able to establish positive relationships with children and adults
- Be enthusiastic and positive
- Able to show initiative and respond to the needs of the children
- Have a calm manner
- Be a good team player
- Trustworthy and able to ensure confidentiality of school issues
- Flexible and able to deal with changing priorities according to the needs of the school
- Good communicator