



# Saltaire Primary School

## Outline Job Description

|             |                           |
|-------------|---------------------------|
| POST TITLE: | LUNCHTIME SUPERVISOR      |
| POST REF:   | SPSLunchtimeCareAssistant |
| GRADE:      | BAND 3, SCP 4             |

### GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Saltaire Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Saltaire Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### PRIME OBJECTIVES OF THE POST:

Contribute to the successful delivery of the service in accordance with the relevant guidelines, policies and procedures.

To support children's development at lunchtimes.

To supervise and ensure the health and safety of children throughout the lunchtime break.

To encourage children to treat each other with respect and to follow school's behaviour policies at all times.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

## **KNOWLEDGE AND SKILLS:**

*(See Personnel Specification)*

## **EFFORT DEMANDS:**

- Will work under supervision and on occasion under own initiative, working to the priorities/instructions set by the Senior Lunchtime Supervisor/Office Manager/Headteacher, identifying any issues and reporting as appropriate.
- To contribute to the overall ethos/work/aims of the school, working courteously and co-operatively with all colleagues.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

## **RESPONSIBILITIES:**

- Supervision of children throughout lunchtime including supervision of hand washing and toileting as necessary; ensuring their safety and encouraging good hygiene whilst having regard for school policies on behaviour/health and safety as well as using some initiative when dealing with unexpected situations (handling case of illness etc).
- Supervision of the Dining Hall and other designated areas, both inside and outside where pupils play/congregate during lunchtime, encouraging children to play and help with play activities.
- Dealing with minor problems and reporting persistent unruly behaviour to the Senior Lunchtime Supervisor/Office Manager/Headteacher.
- Dealing with minor accidents and report serious incidents to the Senior Lunchtime Supervisor/Office Manager/Headteacher as soon as possible whilst following the school's accident procedures. Access to First Aid equipment and telephone will be given.
- Report any incidents of fighting or bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor/Office Manager/Headteacher, as appropriate.
- Provide any necessary assistance to children in respect of portion control, difficult food, clearing of plates/containers and seating arrangements, ensuring that the expectations of good eating habits and good behaviour set out by the school are upheld.
- Leaving the Dining Hall and other designated areas in a tidy condition (wiping tables, removal of spillage etc).
- Ensure that all dining and other areas are cleared of pupils at the end of the lunchtime period.
- Refer any enquiries from parents to the Senior Lunchtime Supervisor whilst maintaining strict confidentiality at all times.
- Responsible for general school and dining room equipment, school premises and property.

- Responsible for reporting building maintenance in accordance with health and safety.

## **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Ability to deal with diverse behaviour and problems presented by children in the school.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

## **FLUENCY DUTY**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

## **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the Saltaire Primary School nominated Child Protection Co-ordinator or the Headteacher.

- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Saltaire Primary School Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

## PERSONNEL SPECIFICATION:

|                                  | ESSENTIAL (E) / DESIRABLE (D)                                                                                                                                                                                  | E/D |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>EXPERIENCE:</b>               | <ul style="list-style-type: none"> <li>Experience of working in a similar role, preferably within a school environment.</li> </ul>                                                                             | D   |
|                                  | <ul style="list-style-type: none"> <li>Experience of working in a team situation.</li> </ul>                                                                                                                   | E   |
|                                  | <ul style="list-style-type: none"> <li>Experience of working with children of appropriate age/children with special educational needs.</li> </ul>                                                              | D   |
|                                  | <ul style="list-style-type: none"> <li>Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> </ul>                                                        | E   |
| <b>QUALIFICATIONS/ TRAINING:</b> | <ul style="list-style-type: none"> <li>Be able to demonstrate the ability to work at level 2 literacy and numeracy.</li> </ul>                                                                                 | E   |
| <b>KNOWLEDGE/ SKILLS:</b>        | <ul style="list-style-type: none"> <li>Have an understanding of the needs of children during lunchtime with an appreciation for their requirements in play situations and in an eating environment.</li> </ul> | E   |
|                                  | <ul style="list-style-type: none"> <li>Have an awareness of Health and Safety issues relevant to lunchtime in a school environment.</li> </ul>                                                                 | D   |
|                                  | <ul style="list-style-type: none"> <li>Have a neat and organised approach to work.</li> </ul>                                                                                                                  | E   |
|                                  | <ul style="list-style-type: none"> <li>Be willing, courteous and able to work both using your own initiative and in a team.</li> </ul>                                                                         | E   |
|                                  | <ul style="list-style-type: none"> <li>Respect confidentiality.</li> </ul>                                                                                                                                     | E   |
|                                  | <ul style="list-style-type: none"> <li>In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an <b>Intermediate</b> Threshold Level.</li> </ul>          | E   |

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