

**BRACKNELL FOREST COUNCIL****JOB DESCRIPTION**

|                                   |                                                      |
|-----------------------------------|------------------------------------------------------|
| Job Title: Lunchtime Controller   | Section/Location: Jennett's Park CE Primary          |
| School: Jennett's Park CE Primary | Grade/Salary Range: Grade K (SCP 2-3)                |
| TL5                               | Working Pattern: Between 11:30 – 1:30 Term Time Only |

**JOB PURPOSE**

To support the day to day running of the class during the lunch period, including the provision of a caring, safe and secure environment. To deliver a range of activities to support children's learning and development.

**DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE**

Works under the direction of senior members of staff.

**MAIN DUTIES AND RESPONSIBILITIES**

- To ensure that you comply at all times with school policies, procedures and standards, including health and safety, hygiene, inclusion, confidentiality
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe school policies and procedures to keep children safe from harm
- To assist children and encourage independence when eating
- To ensure that good hygiene levels are adhered to at all times
- To develop and maintain good relationships and communication with parents/ carers to support meeting the needs of each child
- Ensuring all children have equal access to opportunities to learn and develop
- Supporting the organisation of the availability and use of general and specialist play equipment and other resources, ensuring that they are clean, safe and secure. Adhering to risk assessments as appropriate.
- Ensuring that Health and Safety policies are implemented
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities and changing nappies/toileting duties
- Activities will occur both inside and outside
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- To be familiar with Equal Opportunities good practice and the school's requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace

**SCOPE OF JOB (Budgetary/Resource Control, Impact)**

No supervisory responsibility.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL  
PERSON SPECIFICATION**

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Job Title: Lunchtime Controller   | Section: Lunches                      |
| School: Jennett's Park CE Primary | Grade/Salary Range: Grade K (SCP 2-3) |

| KEY CRITERIA                                                            | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                             | DESIRABLE                     |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Qualifications And Training</b>                                      | Numeracy and literacy skills                                                                                                                                                                                                                                                                                                                                                                          |                               |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p>Experience of working with or caring for children of relevant age.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to use basic technology and IT</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p> | Knowledge of basic first aid. |
| <b>Work-related Personal Requirements</b>                               | <p>Adaptable and flexible</p> <p>'Can do' approach</p> <p>Committed to equality of opportunity</p>                                                                                                                                                                                                                                                                                                    |                               |
| <b>Other Work Requirements</b>                                          | <p>Participate in training and development activities</p> <p>Suitability to work with children.</p> <p>Sympathetic to our Church School ethos and values</p> <p>A love of children and a passion for their learning</p>                                                                                                                                                                               | Sense of humour               |