Job Description: Lunchtime Assistant

School: Townfield Primary School
Grade: Grade 1, Scale Point 3
Salary: Pro rata (based on part-time, term-time hours)
Hours: 10 hours per week (11:30am – 1:30pm, Monday to Friday)
Contract: Permanent, Term-time only

Role Purpose

To work as a proactive member of a dedicated team, ensuring the safety, welfare, and social development of pupils during the midday break. You will create a safe, stimulating, and inclusive environment, supporting children during their meals and encouraging positive play.

Key Responsibilities

- **Pupil Support & Supervision:**
  - Supervise children in the dining hall, playground, and classrooms during inclement weather.
  - Ensure the safety and well-being of all pupils, providing support to help them access all lunchtime activities.
  - Promote the inclusion and acceptance of all pupils, regardless of their needs or background.
- **Dining & Hygiene:**
  - Maintain high standards of cleanliness and hygiene, following daily cleaning rotas.
  - Clear and clean tables and the school hall promptly at the end of the lunch period.
  - Foster a "pleasant social sharing" atmosphere during mealtimes, encouraging good table manners and healthy eating.
- **Play & Engagement:**
  - Encourage children to interact positively with one another.
  - Lead and engage children in a range of playground games and activities suited to various needs.
  - Assist in the preparation and clearing away of play equipment.
- **Safeguarding & School Culture:**
  - Adhere to all school policies, particularly those regarding safeguarding, child protection, and health and safety.
  - Act as a positive role model for pupils at all times.

Person Specification

Feature	Essential	Desirable
Experience	Experience of interacting with children in a formal or informal setting.	Previous experience working in a school or childcare environment.
Skills & Abilities	Ability to communicate effectively with children and adults.	Ability to lead small group games or activities.
Personal Attributes	Energetic, patient, and approachable.	A proactive "can-do" attitude towards problem-solving.
Knowledge	Understanding of the importance of school hygiene and safety.	Basic knowledge of First Aid or Health & Safety.
Commitment	Total commitment to safeguarding and promoting the welfare of children.	Interest in professional development and school life.