

**JOB DESCRIPTION and PERSON SPECIFICATION**

<b>SCHOOL:</b>	Gilberdyke Primary School	<b>POSITION NO:</b>	
<b>SECTION:</b>		<b>GRADE:</b>	1
<b>JOB TITLE:</b>	Lunchtime Assistant	<b>DATE PREPARED:</b>	March 2016
<b>EVALUATION DATE:</b>	24 <sup>th</sup> March 2016		

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

**PURPOSE:**  
 Supervises individual and groups of children during lunch, break periods and on school outings under the direction of a Senior Child Support Officer, Headteacher or responsible person.  
  
 A knowledge and commitment to safeguarding and promoting the welfare of children and young people.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children and young people.
2.	To assist in securing the good order and safety of students around the school site including orderly queuing for lunch and appropriate behaviour whilst eating lunch.
3.	To deal with inappropriate behaviour in line with the school policies and procedures including the completion of appropriate paperwork/completion of behaviour records.
4.	To prepare, maintain and ensure the dining area is prepared appropriately for the first sitting and is cleaned and prepared ready for the second lunch sitting.
5.	To encourage students to participate in healthy activities during lunchtime and to supervise such activities.
6.	To assist in the provision of information and guidance to students in relation to nutrition and healthy eating, in order to encourage them to make healthy lifestyle options.
7.	To deal with minor accidents, administering emergency first aid as required and taking necessary action in the case of serious incidents.
8.	The Health and Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer’s overall duties, the postholder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school’s Health and Safety policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school and before and after the school day.

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

None.

**2. Responsibility for Stakeholders/Clients:**

The postholder is responsible for the health, safety, welfare and behaviour of students on the school site during the lunch period.

The postholder is responsible for ensuring good order in the dining area and around the school site.

The postholder is responsible for ensuring students have access to nutritional information.

**3. Responsibility for Budgets:**

None.

**4. Responsibility for Physical Resources:**

The postholder is responsible for the day to day care and cleanliness of the equipment in the dining areas.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within Service Area/Section:**

The postholder will supervise and instruct pupils as necessary.

The postholder will liaise with Teachers and members of the Senior Leadership team as required.

**2. With Any Other Areas (where applicable)**

Not applicable.

**3. With External Bodies to the School**

Not applicable.

ORGANISATION CHART:
<p><b>Headteacher</b></p> <p><b>Office Manager</b></p> <p><b>Lunchtime Assistant</b></p>

	<i>Tick relevant level for each category</i>					<b>Supporting Information (if applicable)</b>	
	<b>Not applicable</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>		<b>Intense</b>
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					Setting up dining facilities.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			√				Some exposure to negative or challenging behaviour.
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				Contact with issues relating to individual students personal circumstances

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
		<b>1. Qualifications:</b>		
1.1	GCSE Level 2 or equivalent in Maths and English		X	CQ
1.2	Emergency First Aid Qualification		X	CQ
<b>2. Relevant Experience:</b>				
2.1	Experience of working in a school or educational establishment	X		AF/R
<b>3. Skills (including thinking challenge/mental demands):</b>				
3.1	Motivation to work with children and young people	X		I
3.2	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		I/R
3.3	Ability to use own initiative and prioritise work	X		I/R
3.4	Ability to work to tight deadlines	X		R
3.5	Ability to work with minimum supervision	X		I/R
3.6	Ability to deal with challenging and difficult situations	X		I/R
<b>4. Knowledge:</b>				
4.1	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		I/R
4.2	A knowledge and commitment to policies and procedures relating to the attitudes to learning and expected behaviour within the school	X		I/R
4.3	A knowledge of nutrition and healthy eating issues	X		I
4.4	An understanding of why equality of opportunity is the right of each individual	X		I
<b>5. Interpersonal/Communication Skills:</b>				
	<b>Verbal Skills</b>			
5.1	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	X		I/R
5.2	Ability to interact using influencing skills, negotiating and training pupils in order to achieve desired outcomes	X		I/R
5.3	Ability to discuss difficult situations and personal information with parents/carers	X		I/R
	<b>Written Skills</b>			
5.4	Ability to produce basic written/email correspondence conveying simple instructions, guidance or information to staff regarding pupils	X		R
<p><b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b></p>				
<b>6</b>	<b>Additional Requirements:</b>			
6.1	None			
<b>7.</b>	<b>Disclosure of Criminal Record:</b>			

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p><b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b></p> <p><i>*Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
		<p>The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).</p>	√	
<p>If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.</p>	√		AF/EOI (After short listing)	
<p>If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.</p>		N/A	AF/EOI (After short listing)	