



Job Description			
Job Title	Lunchtime Assistant	Job Holder	
Author	Jo Evans	Date Created	January 2020
Date Reviewed		Next Review Date	
Level	2	SCP	2 – 4 £18,637 - £19,352

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
To support the Catering Manager in providing a catering service of the highest standards at all times for children, staff and visitors to the school.

Responsibilities	
1.	To support the Catering Manager to ensure that the lunchtime process at each campus is efficient and effective and that the children have an enjoyable time by ensuring processes and procedures are adhered to at all times.
2.	To set up the dining hall in preparation for the lunchtime service to include setting up tables, ensuring water jugs and cups are available and anything else deemed necessary by the Catering Manager
3.	To be responsible for the supervision of pupils in the dining hall from overseeing the children's entrance to the hall to organising seating arrangements, ensuring good behaviour (in line with the school's Behaviour policy) and a calm atmosphere
4.	To positively and consistently deal with incidents of poor behaviour (in line with the school's Behaviour policy) and inform relevant staff of any persistent behaviour which may require additional intervention
5.	Positively and willingly engage with the children to give help and guidance and encouragement where necessary.
6.	Work on a rotational basis to assist children at the waste stations providing support but encouraging independence.
7.	Encourage social skills and good table manners ensuring safety with cutlery
8.	Clean up spillages in the dining hall when food or drink is spilt or dropped, ensuring the floor is clear of hazards at all times
9.	Assist in clearing tables, wiping them down and resetting for the next sitting
10.	Clear away the tables at the end of the service and ensure the floor is clean and clear
11.	On occasion, supervise the children on the playground or in classrooms (in the event of wet play) ensuring that school policies are adhered to at all times
12.	Provide low level first aid support, when required, under the direction of the Inclusion Administrator
13.	Support children with personal care where necessary including children being unwell in the dining hall
14.	Ensure that the dining area risk assessment is understood and adhered to at all times
15.	Ensure that all accidents and incidents are reported to the Site and Compliance Manager in a timely manner
16.	Ensure awareness of responsibilities under KCSIE, GDPR and Health and Safety, and adhere to the school's policies at all times.
17.	Ensure maintenance of high standards of cleanliness, personal hygiene and appearance at all times



Duties	
18.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.
19.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
20.	Understand and comply with the Support Staff Standards at all times.
21.	Actively promote the inclusion of all children into whole school activities.
22.	Actively seek opportunities for professional development.
23.	Be aware of and respect all children's religious beliefs and cultures.
24.	Support, promote and comply with decisions and policies agreed by the Leadership Team and the governing body.
25.	Develop effective, professional working relationships with colleagues
26.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

Compliance	
27.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
28.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
29.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
30.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
31.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any



	vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.
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