

BRACKNELL FOREST COUNCIL**JOB DESCRIPTION**

Job Title: Lunchtime Assistant	Section/Location: Support Staff
School: St. Michael's Easthampstead	Grade/Salary Range: Grade K (SCP 1-3)
TL5	Working Pattern: Mon-Fri 11.50am to 1.30pm

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
- To assist with setting up and closing down the lunch hall as required inc manual handling of tables and chairs
- Administering basic first aid as needed
- 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: Support Staff
School: St. Michael's Easthampstead	Grade/Salary Range: Grade K (SCP1-3)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Numeracy and literacy skills	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with or caring for children of relevant age.</p> <p>Knowledge of basic first aid.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to set up and back away tables and chairs in the dining hall</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>	
Work-related Personal Requirements	Committed to equality of opportunity	
Other Work Requirements	<p>Participate in training and development activities</p> <p>Suitability to work with children.</p>	

Unrestricted