



# Job Description

Job Details	
<b>School Name</b>	The Olive Tree Primary School
<b>Job Title</b>	School Meals Lunchtime Assistant
<b>Grade</b>	Grade B
<b>Primary Purpose of Job</b>	Supervision of children on school premises throughout the mid-day break.
<b>Responsible to</b>	Line Manager/Principal
<b>Responsible for</b>	N/A
<b>Principal Responsibilities</b>	To oversee the safety, welfare and good conduct of all pupils on the school premises during the midday break, except those engaged in activities supervised by a teacher.

Main Duties	
1.	Supervision of all areas both inside and outside where the pupils congregate during lunchtime.
2.	To actively supervise the dining room procedures, including carrying of meals to tables.
3.	To positively encourage good behaviour, table manners including the correct use of cutlery, and hygiene.
4.	To be responsible for organising play activities in the playground or indoors if a wet playtime.
5.	Supervision of queues waiting to enter the dining room.
6.	To maintain order and safe transfer of pupils to and from the dining area and ensure that all pupils return to the classroom.
7.	Leaving the dining room in a tidy condition.
8.	Clearing and stacking table equipment and serving dishes.
9.	Wiping tables, cleaning up food and spillages on tables and floors.
10.	Checking the entitlement of pupils to receive a free meal.
11.	To oversee the safety, welfare and good conduct of pupils during the midday break.
12.	To administer first aid (if qualified) in the case of a minor accident or to ensure children are seen by a first-aider if appropriate.
13.	To report behaviour incidents to the appropriate person.
14.	To maintain and record accidents.
15.	To liaise with the line manager and teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern.
16.	To report any safeguarding concerns to the Designated Senior Person.
17.	To contribute as a member of the team to the ethos and environment of the school.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Principal and to meet the needs of the school.

Version Control	
Job Description prepared by:	Mr. H. Asghar
Job Description updated:	17 July 2020



# Person Specification

Job Details	
<b>School Name</b>	The Olive Tree Primary School
<b>Job Title</b>	School Meals Welfare Assistant
<b>Grade</b>	Grade 2

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Ability to work effectively within a team environment	Application Form / Interview
2.	Ability to build effective working relationships with all pupils and colleagues	Application Form / Interview
3.	Ability to promote a positive ethos and role model positive attributes	Application Form / Interview
4.	Ability to relate well to children and adults	Application Form / Interview
5.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form / Interview
6.	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to their safety, welfare and good conduct	Application Form / Interview
7.	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to their safety, welfare and good conduct.	Application Form / Interview
8.	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	Application Form / Interview
9.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	Application Form / Interview
10.	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	Application Form / Interview
11.	Awareness of safeguarding principles and safe working practices	Application Form / Interview
12.	Displays commitment to the protection and safeguarding of children and young people.	Application Form / Interview
13.	Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedure.	Application Form / Interview
14.	<b>Competencies</b> Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

<b>Experience, Qualifications and Training</b>		<b>Method of Assessment</b>
1.	Experience of working with &/or caring for children	Application Form / Interview

<b>Work Related Circumstances</b>		<b>Method of Assessment</b>
1.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

<b>Version Control</b>	
<b>Person Specification prepared by:</b>	Mr. H. Asghar, Principal
<b>Person Specification updated:</b>	17 July 2020

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

## **Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

## **Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

## **Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

## **Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

## **Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

## **Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

## **Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

## **Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.