

**Bramham and Shadwell Federation  
Lunchtime Supervisory Assistant - Job Specification**

**School**

Bramham and Shadwell Federation Primary School

**Post Title**

Lunchtime Supervisory Assistant

**GRADE**

A1 point 2

**General description of post:**

To be responsible for the conduct and safety of pupils during the lunchtime period.

**Responsibilities:**

- Support the work of other Lunchtime Assistants
- Support induction and training of new staff as required by the Supervisor
- Respond to duty delegation as required by the Lunchtime Supervisor
- Ensure standards for healthy eating and table manners are maintained
- Record accidents according to school procedures
- Ensure that school discipline policies are implemented
- Lead the children in the establishment of suitable playground games/activities
- Record inappropriate pupil behaviour and convey serious incidents to Supervisor and Class Teacher
- Maintain checks throughout the lunch break to ensure pupils in care are safe
- Follow advise given by Supervisor on action to be taken in cases of inclement weather

**Experience**

- Lunchtime duty work

**Qualifications/Training**

- Basic childcare and health and safety knowledge

**Knowledge/Skills**

- Appropriate knowledge of first aid would be beneficial
- Basic literacy/record keeping skills
- Able to lead children
- Ability to relate well to children and adults
- Understand the importance of confidentiality
- Be willing to adapt to new situations and respond appropriately at short notice
- Have good sense of humour and ability to maintain a safe, calm and happy ethos

**Physical Conditions**

There are posts based at Shadwell and Bramham Primary Schools.

Shadwell Primary ground floor area is accessible through the main school entrance; access to four of the classrooms is via stairs.

This post is subject to an enhanced Disclose and Barring Service check.

The School operates a non-smoking policy.

**Economic conditions**

Grade: A1 point 2

Annual Leave: Term time only working

Hours: Monday – Friday 11:40 – 1:10pm (days/times negotiable)

Conditions of Service: NJC Conditions apply

**Job Description Prepared / Reviewed by:**

H. Hilton

**Date:** 11/5/21

**Job Description Approved by:**

J Hall

**Date:** 11/5/21