

**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

This post is based at Bramham Primary School.

Bramham Primary ground floor area is accessible through a side entrance; access to the 3 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: 1 hour per day between the hours of 12pm – 1pm (number of days per week are negotiable)

Conditions of Service: NJC Conditions apply

Job Description Prepared / Reviewed by:

H. Hilton

Date: 14/12/21

Job Description Approved by:

J Hall

Date: 14/12/21