# school logo.jpg

**St Nicholas CE Primary Academy**

### JOB DESCRIPTION - Lunchtime Assistant

Under the direction of the Deputy Headteacher, the postholder will be responsible for working as part of a team to maintain pupil safety and enjoyment during the lunch break at school.

**The main responsibilities are:**

* Ensuring the playground and dining hall are safe

**In the dining hall:**

* Working with colleagues to ensure a free movement of children through the dining hall during the provision of school lunches and packed lunches
* Promoting good table manners and standards of behaviour

**Outside on the playgrounds:**

* To supervise, encourage and assist constructive, friendly and safe play activities
* Promoting positive play experiences for the children through leading and guiding play activities
* Giving basic first aid to pupils as required in accordance with the school Health & Safety policy on the playground
* Send in injured pupils and report any accident/incident, needing further first aid to the duty midday supervisor/first aider in the Infant Hall
* Supervising children tidying up any agreed play equipment (as agreed with Lunchtime Play Leader) and ensure this is stored away tidily

**General responsibilities:**

* Liaising with Teachers and Teaching Assistants about the needs of particular pupils
* Being adaptable when the school’s events require adaptations of times/numbers etc
* Ensuring complete and absolute confidentiality at all times, accordance with the school policy, about pupils, staff, parents and school affairs of which you may become aware in the course of your work
* Working flexibly as part of a team to cover both Infant and Junior departments
* Understand and follow the relevant school policies and guidance in the staff handbook eg: child protection, behaviour and health and safety
* Carrying out such other duties as the Headteacher may from time to time require

This position is subject to satisfactory enhanced DBS check

Signed …………………………………………………………. Date …………………………………………………