

Parkfield Primary School



Midday Support Assistant Job Description and Person Specification

Employment details
Job title: Lunchtime Assistant
Reports to: Headteacher / Senior Leadership Team / Midday Supervisor Lead
Salary: Grade 16 (pro rata - £12.65 per hour)

General duties

- Comply with school policies and procedures, particularly safeguarding and child protection.
- Attend relevant training and meetings as required.
- Establish positive working relationships with colleagues and pupils.
- Promote the school's ethos and values at all times.
- Maintain confidentiality in relation to pupils, staff and school matters.
- Take responsibility for personal development and training.

Main duties

Supervision of pupils

- Supervise pupils during lunchtime in dining hall and playground.
- Ensure safety, welfare and good conduct at all times.
- Encourage safe and inclusive play.
- Support resolution of minor conflicts and report serious issues.

Promoting positive behaviour

- Promote good behaviour in line with school policy.
- Use praise and sanctions consistently.
- Act as a positive role model.

Supporting pupils

- Assist pupils with eating where needed.
- Encourage eating and good manners.
- Support pupils with additional needs.
- Report wellbeing concerns to safeguarding leads.

Health and safety

- Maintain a safe environment and identify hazards.
- Administer first aid where trained.
- Follow procedures for accidents or emergencies.
- Ensure safe use of equipment.

Organisation

- Assist with setting up and clearing dining areas.
- Ensure areas are clean and tidy.
- Support smooth lunchtime routines.

Additional duties

- Assist with wet play activities.
- Support school events where appropriate.
- Carry out other reasonable duties as directed.

Lunchtime Assistant Person Specification

Qualifications and training

Essential

- Basic literacy and numeracy skills.
- Willingness to undertake training.

Desirable

- First aid qualification.
- Training in child development or behaviour management.

Skills and experience

Essential

- Experience working with children.
- Clear communication skills.
- Ability to manage behaviour calmly.
- Ability to work as part of a team.

Desirable

- Experience supervising children.
- Experience supporting additional needs.

Knowledge

Essential

- Understanding safeguarding.
- Awareness of health and safety.
- Understanding behaviour management.

Desirable

- Knowledge of school procedures.
- Awareness of child development.

Personal traits

- Punctual and reliable.
- Calm and patient.
- Good communicator.
- Team player.
- Observant and attentive.
- Committed to a safe environment.

Additional requirements

- Enhanced DBS check.
- References.