



## **ASHLANDS PRIMARY SCHOOL**

### **Outline Job Description**

<b>POST TITLE:</b>	<b>LUNCHTIME SUPERVISOR ASSISTANT</b>
<b>POST REF:</b>	<b>ASHLTSSEP2022</b>
<b>GRADE:</b>	<b>BAND 3 POINT 2</b>

### **GENERIC INTRODUCTION:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Ashlands Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access Bradford Council Services.
4. Ashlands Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **PRIME OBJECTIVES OF THE POST:**

- To supervise and ensure the safety of children throughout the midday break, both within the dining hall and on the playground.
- To assist on the food service points when required.
- To prepare and clear the hall at the beginning and end of service respectively.

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- To report any incidents of fighting or of bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor or the Business Manager, as appropriate.
- To encourage children to treat each other with respect and to follow the school's behaviour policies at all times. Under the direction/instruction of appropriate senior staff, assist in the provision of high quality catering services on school premises and sites, always ensuring a safe working environment.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

None

### **SUPERVISION AND GUIDANCE:**

Responsible to the Business Manager, through the Senior Lunchtime Supervisor, receiving instruction and reporting as appropriate.

### **RANGE OF DECISION TAKING:**

Decisions relating to supervision of children. Some initiative will be required in dealing with unexpected situations.

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

General school and dining room equipment and school premises and property.

### **KNOWLEDGE AND SKILLS:**

(See Personnel Specification)

### **RESPONSIBILITIES:**

1. To take instructions from Senior Lunchtime Supervisor / Business Manager, with regards to the care and supervision of children throughout the lunchtime service.
2. To make sure that the children adhere to the schools' positive behaviour policy and report unruly / unacceptable behaviour to the Senior Lunchtime Supervisor.
3. To ensure the safety of children during the lunchtime break.
4. To be vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

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5. Required to report any incidents of fighting or of bullying or racial or personal abuse involving children or parents to the Senior Lunchtime Supervisor or the Headteacher, as appropriate.
6. To provide any necessary assistance to children in respect of portion control, difficult food, cleaning of plates/containers and seating arrangements.
4. Leaving the Dining Hall in a tidy condition (removal of spillage, handling case of illness, etc).
5. To ensure that all dining areas are cleaned and cleared of pupils at the end of the lunchtime period and ready for the afternoon session.
7. To supervise designated areas, as directed, both inside and outside, where pupils congregate during lunchtime.
8. To be flexible and be prepared to move between areas / year groups as directed.
9. To work on the food service points when required.
10. To deal with minor accidents and report serious incidents to the Senior Lunchtime Supervisor / Business Manager as soon as possible.
11. To support, uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
12. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
13. Will treat all users of the school with courtesy and consideration, maintaining effective relationships.
14. Will contribute to the performance of the team, ensuring that a customer focused service is provided.
15. Will, when requested, participate in the induction and training of other colleagues, students or trainees.

#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Will work both indoors and outdoors

#### **FLUENCY DUTY**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

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The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

### **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.
- Some initiative will be required in dealing with unexpected situations
- Able to keep to the working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave).
- As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Job Sharing**

Job Share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

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## **Disabled Applicants**

Disabled applicants for Central Services vacancies are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer Bradford Council is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

## **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of Police criminal records and appointment to these posts will be conditional upon confirmation by the Police of information provided to us by the applicant.

## **Equal Rights**

Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council's services.

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## PERSONNEL SPECIFICATION:

	<b>ESSENTIAL (E)/DESIRABLE (D)</b>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of appropriate age (<b>D</b>)</li> <li>• Experience of working with children with special educational needs (<b>D</b>)</li> <li>• Basic understanding of English (<b>E</b>)</li> <li>• Adaptability to change and willingness to embrace new ideas as well as ability to take direction and instruction from senior managers (<b>E</b>)</li> <li>• Knowledge of health and safety and food hygiene practices (<b>D</b>)</li> <li>• Positive and approachable manner (<b>E</b>)</li> <li>• Must genuinely like children and be able to cope with diverse behaviour and problems presented by youngsters in school. (<b>E</b>)</li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge (<b>E</b>)</li> <li>• First Aid, childcare or nursing qualification (<b>D</b>)</li> <li>• Willingness to participate in training (<b>E</b>)</li> <li>• Willingness to undertake First Aid training if required (<b>E</b>)</li> </ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person (<b>E</b>)</li> <li>• Will be prepared to use relevant equipment (<b>E</b>)</li> <li>• Be able to show initiative, regarding the safety of children (<b>E</b>)</li> <li>• Will possess the ability to relate well to children and adults. (<b>E</b>)</li> <li>• Will possess the ability to work on own or as part of a team. (<b>E</b>)</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (<b>E</b>)</li> <li>• To have an understanding to the needs and culture of the people in the local community (<b>E</b>)</li> </ul>
<b>PHYSICAL AND SENSORY</b>	<ul style="list-style-type: none"> <li>• This post requires good vision and mobility. These are core elements of the role and as such may not be capable of adjustment for persons with disabilities of these kinds.</li> </ul>

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