

CALDECOTT PRIMARY SCHOOL JOB DESCRIPTION
<i>Happy Learners, Aiming High</i> <i>Caldecott Primary School is committed to safeguarding and promoting the welfare of children.</i>

Job Title: Lunchtime Assistant
School: Caldecott Primary School

Purpose of the Job:

To ensure the safety, welfare and good conduct of pupils during the lunch break periods, in accordance with the practices and procedures of the Oxfordshire LEA. The post holder will normally work as part of a team and will always be under the direction of the Headteacher or their designated officer.

KEY TASKS

- Supervision of pupils in the dining areas, playgrounds or other parts of the school premises including some support of SEN on a one-to-one basis.
- To ensure standards of behaviour are maintained, in accordance with Caldecott School Behaviour Policy.
- To assist in dealing with problems arising from unruly behaviour and report such matters to the Headteacher or their designated officer.
- To assist with associated ancillary duties (e.g. cleaning up spillages).
- To carry out other duties relating to lunchtime supervision as required by the Headteacher or their designated officer.
- To ensure that school security regulations are upheld.
- To change clothes, clean and care for the personal cleanliness of the children as appropriate.
- To ensure in doing so that correct health and safety guidelines are applied e.g. wearing protective gloves.
- To administer basic care and record incidents appropriately.
- To report accidents to the Senior Supervisor and ensure they are recorded appropriately.

Health and Safety Requirements (applies to all employees):

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office
- Complete the action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform employer of any "Near-Misses"
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issue
- Raise health and safety issues with pupils

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Safeguarding (applies to all employees):

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with each school's child protection and behaviour management policy.
- The postholder will be subject to a Disclosure and Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There will be some requirement for duties to be undertaken outside of the normal working day.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually.

Signed:

Agreed:

Date: