**St. Mary’s C.E. Primary School, Davyhulme**

**Job Title:**  Lunchtime Assistant

**Pay Band:** 1, Pt 1 - 3

At St Mary’s school, lunchtime staff work to ensure the children have a happy, safe and enjoyable lunch break and return to afternoon lessons refreshed and ready to learn. Duties may, therefore, include any of the following:-

* To carry out all duties within the policies, practices and caring Christian ethos of the school
* To work collaboratively as a team, following set rotas and procedures
* To supervise children before, during and after their meal
* To supervise the use of toilets and cloakrooms and the washing and drying of children’s hands (following school’s safeguarding procedures & policy)
* To risk assess outdoor play equipment
* To supervise within classrooms and other areas during wet weather.
* To support the Play Leaders in providing play activities for younger children
* To safeguard children from injury
* To be first contact point for minor injuries, reporting all serious accidents immediately to the Headteacher (or deputy) e.g.

 ***Minor injuries***: simple cuts, knocks (**not** to head)

 Supervise children's access to water to wash injury

 Apply wet paper towel/cold compress if necessary.

 Record in Log Book, inform class teacher and send note home with child.

 ***Serious injuries***: **All** head injuries, anything else not included above.

 Seek help from school First Aiders (or Head/Deputy)

* To ensure that children do not leave the school without the Head’s (or deputy’s) permission
* To follow the School’s Behaviour and Discipline Policy to help children to make good behaviour choices
* To assist younger children in cutting up food
* To ensure orderly conduct and controlled dispersal of children
* To provide social training for children, (table manners and correct use of cutlery).
* To clean up minor spillages in the dining room and to ensure that the tables are cleaned between sittings.
* Occasional mopping of floors including dining room when child has been sick or spilt substances.
* Cleaning/wiping of shared areas e.g. tables, benches, bathrooms
* To support the kitchen staff where possible in the set up and clearing of the dining hall
* To supervise children if they are required to change out of dirty clothing (following school’s safeguarding of children procedures & policy)
* To attend termly planning meetings with the Headteacher/Deputy and report concerns as necessary
* To carry out other duties as required by the Headteacher/Deputy