

**Holy Spirit Catholic Primary School,  
JOB DESCRIPTION**

**Name:**

**Post:** Lunchtime / Welfare Assistant

**Grade:** Grade A

**Point:** Band A 5 – 5

**Responsible to:** Headteacher

Responsible under the direction of the Head teacher, individually or as a member of a team for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with established practices and procedures.

**Main Duties:**

- To supervise the school hall at meal times.
  - To supervise the playground area during the lunchtime period.
  - To supervise indoors during wet lunchtimes.
  - To be part of the team that covers the basic first aid of children during lunch time, recording any accidents in the first aid book.
  - To implement the school behaviour policy during the lunchtime.
  - To work as part of the lunchtime team and to support colleagues where appropriate.
  - To assist in providing general care and welfare to children.
  - To help the children organise games and help them to play appropriately.
  - To supervise and control groups or individual children.
  - To contribute to the maintenance of a safe environment for the children
  - To undertake any other duties that the Headteacher may deem reasonably appropriate to the role of the lunch time staff.
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- Ancillary associated duties, e.g. cleaning up spillages, ensuring tables are clean also individual specialist chairs are clean
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- To follow the School's guidelines for Health & Safety and Child Protection / Safeguarding.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.

*It is a condition of your employment that you notify the head teacher immediately of anything now or in the future that affects, or might affect, your suitability to work in our school, including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render you disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the disciplinary processes, and could result in dismissal.*

Signed: ..... Date: .....

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
• Previous experience of working as a Mid-day Welfare Assistant		/
• Previous experience of working with Children	/	
• Experience of administering first aid		/
• To work as a member of a team	/	