

Location: Wymondley JMI School

Purpose of the Role: To ensure the safety and wellbeing of pupils during the lunch period

Responsibilities may include:

- Prepare the layout of the tables in preparation for lunch including putting out and storing away the tables.
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping and mopping the floor.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Provide a safe environment for pupils to play/socialise outside.
- Encourage children to be resilient and independent and follow the values of their school.
- Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the school's policy.
- Provide first aid during the lunch period as required.

Knowledge (training to be provided)	Competencies
Health and Safety	Communication
Level 1 Safeguarding / Awareness of keeping children safe	Team working
Understanding of the School's Ethos, Vision and Values	Active listening
First Aid certificate	Sensitivity
Manual handling	Initiative

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the appraisal process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.**