

# Job Description

## Core Purpose

**Role:** Lunchtime Assistant

**Line Manager:** Office Coordinator/SLT

## Job Purpose

To provide a friendly and efficient lunch experience to pupils and staff at school, serving meals as ordered and keeping all dining areas clean and hygienic.

## Duties and Responsibilities

- Assisting with setting up the dining hall for daily lunch service
- Assisting with serving all school meals in accordance with instructions from meal provider
- Ensure that that children with special diets receive the correct meal
- Ensure that packed lunches are in accordance with school policies
- Assist any pupils who may require additional support/encouragement
- Clean Dining areas in between sittings and after lunch has finished in accordance with Guidelines specified
- Operate the dishwasher under Supervision

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

# Person Specification

	Essential	Desirable
Right to work in the UK	*	
Enhanced DBS Check	*	
<b>Experience</b>		
Previous experience in a school setting		*
Experience of working as part of a team to achieve objectives		*
<b>Skills and Aptitudes</b>		
Resourceful, adaptable, show initiative and physically fit	*	
Good interpersonal and communication skills	*	
Prepared to take instruction and direction from Team Leader	*	
Ability to work part of a team	*	
Ready to learn new skills	*	
Flexibility and enthusiasm for the job	*	
<b>Other factors</b>		
Participates in training and performance management as required	*	
Commitment to Reach2's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	*	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	*	