

# **Manchester City Council**

## **Job Description**

Lunchtime Support Assistant  
Education - School Based Staff

The post holder reports to the Senior Lunchtime Organiser, Head teacher of School and the Assistant Head.

### **Purpose**

To provide high quality support over lunchtime, supporting healthy eating, a range of lunchtime clubs, feeding and changing students as appropriate.

### **Main duties and responsibilities**

1. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
2. To supervise pupils in the dining area/s and elsewhere as required by the Head teacher.
3. Attend to the physical needs of students as required such as, feeding, toilet needs, changing and hand washing.
4. To support pupils in tutor time or daily act of worship as appropriate.
5. Develop good professional relationships with students and other staff members.
6. To attend regular staff meetings.
7. To undertake full induction training and attend ongoing regular training sessions.
8. Undertake activities with groups of students during lunchtime clubs eg football, outdoor play, magazine club, art club, sensory story club.
9. To assist at tables and to support pupil food choices, and the development skills.
10. To report more serious accidents to the Senior Lunchtime Organiser and to accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
11. Taking pupils who have minor accidents or are unwell to the Senior Lunchtime Organiser, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
12. To ensure that equipment is maintained and put away, both in and out of the dining hall, including the movement of tables and chairs.

13. To become familiar with all aids and equipment used in school after relevant training, including the use of hoists to move pupils, and to be able to use the equipment safely and in a way which maintains the dignity of the students.
14. Responsible for implementing statutory and local authority policies and procedures relating to standards of Education, Health and Safety and Care and to carry out those procedures competently e.g. accident, fire, child protection
15. To carry out all the policies in the staff handbook after training, maintaining procedures in line with statutory regulations, Health and Safety, COSHH, Manual Handling, etc.

**Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.**

# **Manchester City Council Person Specification**

## **Lunchtime Support Assistant**

### **For this post we are looking for:**

To demonstrate an interest and involvement in working with children and young people

The ability to understand as well as supervise children and young people

Ability to respond to every day situations

Ability to communicate with others

To be available for work during school holidays if required (unless on annual leave).

### **Personal Styles and Behaviours:**

Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check

Tact and diplomacy in all interpersonal relationships

Personal commitment to excellence in service delivery

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards

Discretion in dealing with confidential and sensitive issues

To carry out all duties with full regard to the City Council Equal Opportunities Policy