



**Bishop Wilkinson**  
Catholic Education Trust  
Through Christ, in Partnership

## **Job Description**

### **LUNCHTIME ASSISTANT**

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Grade: Grade B, SCP 3  
Hours: 10 hours, Term Time Only  
Location: St Robert of Newminster Catholic School & Sixth Form College  
Report to: Cluster Manager / Catering Manager

#### **Main Duties and Responsibilities**

Supervision and control of pupils in the dining areas

Supervision and control of pupils in the playground, and other areas of the school premises

Associated ancillary / cleaning duties

Supervision and control of pupils in the dining areas, including:

- Where appropriate, assist/supervise pupils with their general hygiene requirements
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere
- Dealing with any inappropriate behaviour that may occur by intervention or calling for assistance, reporting incidents to the Senior Leadership Team/ Learning Support Mentor according to severity of incident
- Directing pupils to seats, following seating arrangements, separating problem pupils where necessary
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures and ensuring pupils get first-aid treatment if appropriate
- Sharing responsibility with other lunchtime supervisors for cleaning the dining hall floor and putting away dining tables/chairs
- Sharing responsibility with other lunchtime supervisors for the maintenance of order and discipline in the dining hall area

## **Additional Information**

Individuals in this role may also undertake some or all of the following:

1. Assist with moving and setting up dining furniture
2. Undertake cashier duties, and under supervision be responsible for operating a cash register.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**June 2021**