



LUNCHTIME ASSISTANT

Responsible to: CMT

Pay: NJC Scale 1 Point 3 – £12.85 per hour

Hours: (Permanent) 10 hours

Working pattern either 11.15am – 1.15pm OR 11.30am – 1.30pm

Term time only, Monday – Friday

Start Autumn 2026

Purpose of the post:

To ensure that every child has a positive lunchtime and enjoys eating their lunch in a communal space.

Main responsibilities:

- ❖ To adhere to all policies and procedures related to safeguarding and child protection.
- ❖ To report anything you see or hear connected to safeguarding and child protection in accordance to the school's policies on Safeguarding and Child Protection and Whistleblowing (found on the school website)
- ❖ Support the children to eat well
- ❖ Establish and maintain supportive relationships with children to ensure they have a safe and happy lunchtime
- ❖ Support and encourage good manners and behaviour
- ❖ All setting up and clearing down of the hall including tables and chairs
- ❖ Ensuring cutlery, fresh water and cups are available to all children
- ❖ Wiping tables and clearing spillages
- ❖ Sweeping and mopping the hall floor
- ❖ Safe disposal of rubbish

Person Specification

- ❖ Ideally experience of working with children
- ❖ Will uphold the Christian values of the school
- ❖ Must have a good work ethic and be calm at all times
- ❖ Have reasonable level of fitness

This role is subject to pre-employment checks and an enhanced DBS.

They may also be required to undertake any of the duties delegated from the Headteacher.

This job description may be amended at any time in consultation with the postholder.