



**Alexandra**

Primary School

Aspire, Perform, Succeed

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## **Lunchtime Assistant**

### **Job Description**

#### **Based in the Infant Hall for 30 minutes per day**

- Encourage the children to behave thoughtfully and sensibly at all times
- Help children to come into the hall, collect their lunch and take their seats in an orderly manner
- Encourage children to eat properly and help with their food
- Give water to children at the dinner table
- Help children to return their plates, cups and cutlery to the trolley/tub
- Show children where to put rubbish and help them if they do not understand
- Show the children where to line up before going back outside
- Smiling at the children and adults! 😊

#### **Based in the Junior Hall for 30 minutes per day**

- Running a queueing system to allow children into the hall when there is space
- Ensuring trays, plates and bowls are in the right place and stacked neatly
- Checking water levels of jugs in the hall and filling where necessary
- Checking that children are walking out of the hall. Give children reminders to walk where it is necessary.
- Smiling at children and adults! 😊

## Person Specification

A lunchtime Assistant needs to be:

- Helpful, kind and calm with the younger children
- Able to listen to instructions from SMSA staff and follow instructions
- A good role model, always showing good manners and respect for others

Think this could be the job for you?

Please apply with a letter to Mrs Mansfield stating your reasons why you would be a good candidate for the job!