

Job Description and Employee Specification

Dining Room Assistant

Education and Families

Service:	Education and Families
Division:	Education
Job Title:	Dining Room Assistant
Responsible to:	Head Teacher or Nominee
Grade	NLC2
Conditions of Service	SJC
Date of last review:	
<u>Job Outline</u> To provide, individually or as part of a team, assistance and support to staff in the supervision of pupils during meal breaks.	
<u>Main Duties and Responsibilities</u> Generic Duties: 1. Provide general supervision of pupils within the dining room, playground, corridors or other areas of the school as directed by the Head Teacher. 2. Provide assistance in securing the safety, welfare and good conduct of pupils during meal breaks, in accordance with the practices and procedures of the school and council. 3. Provide assistance with associated auxiliary duties (e.g. cleaning up spillages, ensuring tables are clean) connected with this post. 4. Undertake and appropriate duties as required by the Head Teacher or nominee. This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.	

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING - Standard Grade/ O-Grade in English and Maths (or arithmetic) - First Aid qualifications		x X	Verification/Application Form/Interview
WORK EXPERIENCE - Recent experience in working with children in a school situation or in a voluntary capacity. - Experience of working with children/young people who have a disability		X X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY - Ability to deal well with pupils with additional support needs. - Good communication and interpersonal relationship skills - First Aid knowledge/qualifications - Basic knowledge of hygiene and importance of cleanliness - Ability to work on own initiative and as part of a team	X X X X	X	Application Form/Interview
PERSONAL QUALITIES/ATTRIBUTES - Positive, approachable and pleasant disposition - Willingness to undertake training, both initially and ongoing - Willingness to work at direction of teachers and HT - Punctual and reliable	X X X X		Application Form/Interview
OTHER Satisfactory PVG scheme membership (Child) (application will be processed by the Council for successful candidates and must be attained prior to commencing employment)	X		Application Form/Interview