

Lunchtime Assistant

Job Description and Person Specification

Light Years School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Light Years Pay Scale IP12 (£6,374 actual annual salary) / £14.29 per hour

Hours: 10 hours per week

Working Hours: 11.30am until 1.30pm daily, term time only

Contract Type: Part time, Permanent

Reporting to: Inclusion Manager

Light Years School is seeking a dedicated and passionate Lunchtime Assistant to join our team. We pride ourselves on providing specialist provision tailored to the diverse needs of our pupils. Our 'Outstanding' setting allows each child to receive the focused attention and support they truly deserve, fostering both academic and personal growth.

Our ethos, encapsulated in our motto 'Start small, grow tall,' reflects our unwavering belief in the potential of every child. We understand that with the right support, encouragement, and understanding, all children can thrive. We embrace a relational approach to education; fostering a sense of safety and personal value is paramount to creating an effective atmosphere.

As a Lunchtime Assistant, you will play a vital role in promoting inclusive practices, championing the rights of every child to enjoy successful lunchtimes at school. If you are motivated by a commitment to prioritising the child in every interaction and decision, we would be delighted to hear from you. This is an opportunity to make a meaningful difference in the lives of our pupils within a supportive and innovative school community.

Values

Lunchtime Assistants will share our values:

Understanding: We show understanding and care to truly comprehend a child's journey up to the point of joining our school.

Acceptance: We encourage children to accept themselves and others for who they are and feel good about themselves.

Celebrate: We celebrate pupil's individuality and their superpowers!

Resilience: We inspire pupils to try new experiences, overcome barriers and grow in confidence.

Courage: We promote a culture where pupils will feel safe enough to see failure as part of their learning and be brave enough to take on the next challenge.

Kindness: We treat our school community with kindness and respect.

Main Purpose

Lunchtime Assistants will:

- Work in partnership with all staff at Light Years School to enable pupils to participate fully in all aspects of school life.
- Provide support for pupils with special educational needs (SEN). This will involve working with all members of the staff team to ensure successful and safe lunchtimes for all children.
- Build strong and trusting relationships with pupils to support them socially and emotionally.
- Uphold the safeguarding of all pupils and staff.

Lunchtime Assistant Specific Responsibilities

- Liaise with catering staff to ensure smooth arrangements during the lunch periods including managing children with special diets / allergies.
- Assist with the setting up and serving of meals in line with food hygiene regulations.
- Assist with the moving and setting up of dining furniture in designated areas.
- Complete cleaning duties as required, including: - washing up kitchen and dining equipment and utensils and maintaining the dining room in a clean and tidy state and carry out spot cleaning of spillages
- Complete any necessary associated documentation required relating to the provision of meals (e.g. recording food temperatures, meals served)
- Prepare the counter for service placing out relevant utensils and carry out delegated tasks for counter operation e.g. garnishing of food offering a high standard of food quality presentation and ensure the counter serviced runs smoothly and professionally.
- Transport food between service points and serve meals.
- Assisting pupils to become independent, for example encouraging them to collect their cutlery and clear their plate.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies.

- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.
- Be vigilant in taking responsibility for safeguarding children and comply with the schools safeguarding policy.
- Know that safeguarding is everyone's responsibility and maintain an attitude of "it could happen here".

General responsibilities for all staff

- All staff have a responsibility to work within the school's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the school. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the school and any associated body.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Visits are welcomed prior to interview.

To Apply

Please go to our website www.lightyearseducation.co.uk and complete an application form and return to admin@lightyearseducation.co.uk. Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found. If you have any questions about the role or would like to arrange a tour, please contact Sarah Alden via email at admin@lightyearseducation.co.uk.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of our children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.