

Job Description – Lunchtime Activities Co-ordinator

**School:** All Saints CE Primary School

**Job Title:** Lunchtime Activities Co-ordinator (LAC)

**Grade:** Grade 4

**Responsible To:** Senior Active Lunchtime Co-ordinator / Headteacher

**Responsible For:** Actively ensuring children’s safety, health and enjoyment   
 at lunchtimes in line with the schools vision and values.

**Key Relationships/**

**Liaison with:** Senior Lunchtime Activities Co-ordinator, Headteacher /   
 Deputy Headteacher

**Summary of Duties and Responsibilities**

**General duties**

1. Supervising children in the dining hall, organising the seating and serving   
    arrangements, assisting the clearing away and tidying of the eating area.
2. Promoting and ensuring a positive and happy environment during the lunchtimes   
    through effective and consistent application of the school rules and values.
3. Dealing with minor injuries, reporting to a trained first-aider as necessary –   
    more serious incidents to be immediately reported to the senior LAC  
    and/or deputy / headteacher.
4. Reporting to the Senior LAC at the end of the lunch session any matter which   
    needs to be brought to the attention of the teachers. A consistent whole school   
    approach is encouraged. This means reporting positive as well as negative issues   
    appropriately. Including the use of green cards and team points.
5. Filling in the first aid records and reporting any accidents to teachers
6. Attending meetings when required and participating in job-related training as   
    appropriate.
7. Understanding and complying with the Equal Opportunity Policy.
8. Promoting the inclusion of all pupils within our school.
9. Promoting and safeguarding the welfare of all of the children at our school.
10. Compliance with all Fire and Health and Safety policy and legislation in the   
     performance of duties of the post.
11. Maintaining confidentiality at all times in respect of school-related matters and   
     preventing disclosure of confidential and sensitive information.
12. Carrying out any other instructions given by the Senior Lunchtime Activities   
     Co-ordinator / Headteacher / Deputy Headteacher reasonably falling within the   
     duties of this post.

**Supervision in the classroom during wet playtimes**

1. Supervising the classrooms to ensure children are safe and actively engaged in   
    positive and enjoyable activities.
2. Supervising of toilet / hygiene arrangements, ensuring that the toilet areas are used sensibly.
3. Ensuring that children are lined up quietly at the end of lunchtime.

**Supervision in the dining halls**

1. Supervising of the children in the dining areas ensuring orderly behavior and the   
    active promotion of a happy and positive environment where children can enjoy   
    their lunches.
2. Allocating drinks as appropriate, and generally assisting children with their meal.
3. Encouraging good table manners and politeness.
4. Promoting healthy eating (healthy lifestyle choices).
5. Leaving the dining area in a tidy condition – mopping accidental spillages from   
    tables and floors during the meals – supervising children clearing their trays.
6. Setting up and clearing away dining furniture in a safe manner as required and   
    actively and positively supporting children involved in duties at lunchtimes

**Supervision outside**

1. Supervising of children on the playground / grass ensuring a spread of staff over   
    the whole area and in positions to be able to see the whole area.
2. Setting up and clearing away play equipment as part of the promotion of healthy   
    and active lifestyles.
3. Actively organising and supervising games and activities on the playground to   
    ensure all children have the opportunity to and are encouraged to be physically   
    active.
4. Work effectively and positively with the Play Coaches in supporting them to   
    facilitate and promote more structured physical activity for other children.
5. Promoting physical activity (healthy lifestyle choices)
6. Encourage children to play together and remain vigilant for children who may   
    need help or support to make friends and socialise.
7. Encourage children to use the toilet as appropriate and to stay hydrated, with   
    access to drinks outside throughout the year.

**SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply:

1. Working hours.

2. The nature of the work may involve the post holder carrying out work outside of   
 normal hours. The post holder may be required to attend, from time to time,   
 training courses, conferences, seminars or other meetings as required by his/her   
 own training needs and the needs of the service.

3. Expenses will be paid in accordance with the Local Conditions of Service.

4. This post is eligible for a DBS check under the Rehabilitation of Offenders Act

1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

**Closing date: Friday 23rd August 2019  
Interview Date: Wednesday 4th September 2019**