



**Bigland  
Green  
Primary  
School**

**Bigland Street, London E1 2ND**

**Tel. 020 7702 7088**

## **Lunch Assistant**

<b>Contract Type</b>	Fixed term	<b>Start Date</b>	January 2025
<b>Salary</b>	£13.67 p/h	<b>Closing Date</b>	Fri 13 December by 12:30 PM
<b>Vacancy Hours:</b>	1 hour per day (term-time only) between the hours 11:30 AM and 1:30 PM.		
<b>Interview date:</b>	Week beginning 16 December - only shortlisted candidates will be informed by email		

This is an opportunity to acquire or gain further experience of working in an educational setting. Fluency in verbal and written English is essential. The successful candidate will have an understanding of 'learning through play' and be a strong team player. They will enjoy being with children and have the necessary skills to contribute to their learning and development. Good communication and interpersonal skills are a must. In return, Bigland Green offers:

- A strong team of Lunch Assistants and an amazing staff team who are talented and highly motivated to deliver a first-class care and education to all children.
- Excellent behaviour from children who want to learn and enjoy school.
- Separate and well-resourced play areas for EYFS, KS1 and KS2
- Highly competent and experienced Kitchen Staff who know the children extremely well.
- Very good transport links.

Bigland Green is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

We would welcome and encourage potential candidates to visit our school. Please telephone or email to arrange a visit.

**How to apply:** For an application pack, please visit our website  
<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to: [enquiries@biglandgreen.towerhamlets.sch.uk](mailto:enquiries@biglandgreen.towerhamlets.sch.uk)

## Job Description

# Lunch Assistant

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- Designation: **Lunch Assistant** (fixed term with a possibility of leading to permanent for right candidate)
- Responsible to: **Office Manager**
- Salary & hours: **Scale: 1, point 1**; 1 hour each day during lunch time – term time only (between 11:30 AM and 1:30 PM depending on the needs of the school and to be agreed at the time of the appointment)
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### **The post holder will be responsible for the following duties:**

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- Engage pupils in meaningful and structured play activities during the lunch break within the school premises.
- Promote playground games and rhymes which leads to pupils taking greater ownership of being engaged in purposeful activities in the playground.
- Ensure that the pupils supervised are safe, secure and engaged with appropriate play and games related activities.
- Be vigilant and pro-active during duty and intervene before pupils expose themselves to danger or breach safety rules.
- Show respect and appreciation and be able to discuss issues with pupils in a relaxed manner.
- Work in partnership with other lunch assistants, and provide good role models for pupils.
- Operate within the school's code of conduct.
- Carry out duties as requested by the lead lunch assistants, line manager or the Headteacher.

### **Person Specifications**

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- Have good knowledge and understanding of children's rights and relevant legislative guidance on issues related to working with children.
- Demonstrate a good level of knowledge and understanding of children's recreational needs, particularly in terms of playground games and structured activities.
- Relevant qualifications in childcare would be an advantage but is not essential.
- Have relevant experience of working with children either as a volunteer or a paid worker.
- Have a good level of communication skills, particularly in spoken English. Have sufficient level of literacy and numeracy skills to be able to write and respond to short reports related to the work.
- Have a commitment to professional development and training.
- Be physically and mentally fit to work with young children.