



**Job Title:** Welfare Assistant

**Responsible to:** School Business Manager

### **JOB DESCRIPTION**

Responsible under the direction of the Headteacher, School Business Manager, individually or as a member of a team for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with established practices and procedures.

### **MAIN DUTIES**

1. Assist with supervision of the orderly entry of children into the dining hall or canteen.
2. Supervision of pupils in the dining hall including general advice on table manners and procedures, e.g. correct use of knife and fork.
3. Supervision of pupils in playground areas and on school premises after lunch. This may include assisting in appropriate activities in wet weather.
4. Ancillary associated duties, e.g. cleaning up spillages, ensuring tables are clean, administering simple first aid etc, to ensure maintenance of good order and discipline.
5. Cleaning of and putting away of tables & chairs in the dining hall. Ensuring floors are clean of any food, spillages etc before it is used for afternoon lessons or assemblies.