



Laxton Junior School

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Lunchtime Assistant

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 260 day pupils attend Laxton Junior School. The School has a turnover in excess of £30m and a staff of 700.

Founded in 1973, our current purpose-built, award winning school premises was completed in 2002, after the need to expand was recognised by the Governing Body of Oundle School; thereby creating greater opportunity for more children to benefit from all that Oundle School, Laxton (the day-house of Oundle School) and Laxton Junior can provide.

The aim of the school is to provide the best possible preparatory education in the area, where our pupils' strengths and weaknesses are recognised and nurtured, in order for them to begin to fulfil their potential as young learners.

Section/Department/Team: Laxton Junior School

Responsible to: Deputy Head of Laxton Junior School

Responsible for (staff): Nil

Job Overview:

We are looking for a caring and enthusiastic Lunchtime Assistant to join our team. In this role, you will help ensure the safety, wellbeing, and enjoyment of our pupils during lunchtime -whether supervising the playground, supporting indoor activities, or encouraging positive play and friendships.

Job Purpose: To ensure, individually or as part of a team, the welfare and safety of all children within the school grounds or buildings during lunch time.

Relationships: The post holder is responsible to the Deputy Head in all matters. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships in order to assist the teaching staff.

Key Tasks and Responsibilities:

Playground & Activity Supervision

- Actively supervise outside free play, structured games and, as appropriate, wet-weather indoor activities.
- Interact positively with children during playtimes, encouraging inclusive, respectful, and imaginative play.
- Support pupils in their games and social interactions, helping them to resolve conflicts calmly and kindly.
- Actively join in with activities and model positive behaviours, enthusiasm, and fair play.
- Use initiative to pre-empt potential issues and maintain a positive, calm environment where all children feel safe and supported.
- Ensure children are safe, engaged, and appropriately dressed for the weather or activity.
- Monitor behaviour, prevent accidents, and refer any concerns or incidents to relevant staff.

Health, Safety & First Aid

- Attend to minor injuries (e.g. cuts, grazes), administer basic first aid, and escalate to medical staff when necessary.
- Complete appropriate online or paper-based records to document any first aid administered, in line with school procedures.
- Replenish first aid kits and bags as needed, alerting the relevant staff member if supplies are low.
- Maintain vigilance across the playground and indoor spaces to prevent accidents and ensure a safe environment.
- Maintain vigilance over restricted areas, unauthorised access, and report any safeguarding concerns in line with policy.

Teamwork & Communication

- Work collaboratively with other staff members across all playground areas (e.g. the Barnyard, main playground) to ensure consistent supervision and support.
- Liaise with teaching staff and teaching assistants to share any relevant information regarding pupil behaviour, wellbeing, or lunchtime incidents.
- Communicate effectively and respectfully with all colleagues, contributing to a supportive and joined-up approach to pupil care and supervision.

General Duties

- Promote, support and maintain high expectations of behaviour during all aspects of lunchtime.
- Support and model school routines, including lining up, transitioning between areas, and tidying equipment away.
- Collect, return and organise any remaining play equipment or items left behind once children have gone inside.
- Support wet weather routines and contribute to the smooth running and supervision of indoor activities as appropriate.
- Undertake other reasonable duties consistent with the role and school ethos.
- Model and reinforce the school's core values through all interactions and routines.

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

Review

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in statutory regulations and or statutory guidance, or
- as a result of a change in strategic direction, or
- as a result of a team/operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
<p>First Aid or willingness to undertake First Aid training.</p>	<p>GCSE or equivalent in English / Mathematics at grade A–C.</p> <p>Support staff qualification</p>
SPECIALIST SKILLS & EXPERIENCE	
<p>Good command of the English language Good listening skills.</p> <p>Ability to supervise and engage with children in a safe and positive manner.</p> <p>Ability to administer basic first aid and complete records.</p> <p>Ability to work collaboratively with colleagues.</p>	<p>Prior experience as a Lunchtime Supervisor or similar role.</p> <p>Previous experience of working with children and young people.</p>
PERSONAL QUALITIES	
<p>Patient and calm under pressure</p> <p>Uses own initiative</p> <p>Works independently or as part of a team</p> <p>Shows sensitivity to the school ethos and values</p> <p>Flexible approach to tasks and routines</p> <p>Positive, approachable, and enthusiastic</p>	<p>Creative and imaginative in engaging children in play</p> <p>Conflict resolution skills</p>

Ability to model inclusive and respectful behaviour	
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