

## School Meals Supervisory Assistant

**REPORTING TO:** Head of School  
Class Teacher

**ACCOUNTABLE TO:** Executive Head

**SUPERVISES:** Nil

**Main Objective:** To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtime and during the mid-day break period.

### MAIN RESPONSIBILITIES AND TASKS:

The normal duties of the post holder will usually include the following:

- a) To prepare class tables before children go into the hall and to assist in the seating of pupils at the table.
- b) To supervise the eating of lunch, encourage appropriate behaviour and table manners, maintain the use of cutlery and drinking water and encourage pupils to eat their meals.
- c) Where appropriate, feed the children their meals and encourage independence in feeding for those who need some help. Be familiar with feeding programmes and the use of individual specialised cutlery and plates.
- d) To supervise, when necessary, the returning and stacking of plates. To wash aprons, mats, special plates and cutlery.
- e) To assist in pupils' hygiene care, e.g. washing hands and faces, teeth cleaning, toileting, changing nappies.
- f) To help supervise children in the play period after lunch. To play with and support the children in the playground.
- g) To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- h) To read and understand the School's Behaviour Policy and be aware of special Behaviour Management Plans for the children in their class.

- i) In the event of any injuries to pupils, treat them if they are minor injuries (e.g. small cuts and grazes) and to report to the School Nurse and/or a First Aider more serious injuries. Follow accident reporting procedures at all times.
- j) In the event of any sickness by a pupil, clean the pupil and the affected area and refer the pupil to the School Nurse or class team.
- k) To work under the direction of the class teacher, or other designated postholder, and to undertake such other broadly similar duties as may be allocated by the class teacher, Assistant Headteachers, or his/her appropriate representative.
- l) To attend training courses on:
  - Manual Handling
  - Behaviour Management
  - Feeding Programmes



## PERSON SPECIFICATION

### SKILLS:

#### Essential:

- The ability to work as part of a team.
- The ability to work under own initiative.
- The ability to follow instructions.
- The ability to guide and supervise the children.
- An interest and willingness to undertake appropriate training, as offered.

#### Desirable:

- A First Aid qualification.

### PERSONAL QUALITIES:

#### Essential:

- Patient, tolerant, sympathetic and fair but firm.
- Enjoy being with children.
- Hardworking and conscientious.
- A willingness to be flexible.
- A respect for confidentiality.

#### Desirable:

- Previous experience of working/helping within a school.