

Lunchtime Supervisory Assistant Advert

Totley All Saints CE Primary School

Hours: 7.5 hours per week

Location: Totley All Saints CE Primary School

Contract: Part-time, term-time only

Totley All Saints School is an extremely special school and is well loved by its children, staff and parents! We are a school which is part of the Diocese of Sheffield Academies Trust and we are proud to serve the community of Totley.

We believe by ensuring every child is cared for and happy they can achieve their potential and go on to achieve great things. We pride ourselves on being welcoming and inclusive: a school where everyone is valued for their special talents and qualities and are valued and loved as a unique individual.

These values are evident in all aspects of our school life. The values, alongside a strong Christian ethos, support our children develop into lifelong learners who are resilient, socially skilled, and successful in all aspects of their lives. We are an Academy within the Diocese of Sheffield Academies Trust and actively engage with the many development opportunities across the trust.

We are keen of course to continue to fill our school with great teachers and support staff who believe that EVERY child can achieve.

Role Overview:

The successful candidate will be required to work as part of a team supervising pupils during the school lunch break, which includes attending to their welfare and domestic needs.

- The supervision of pupils immediately before, during and after the midday meal. This includes the supervision of the pupils entry into the dining area, including any journey or walk to the dining room.
- To supervise the eating of lunch, maintaining discipline in behaviour and the use of cutlery and drinking water, and encourage pupils to eat their meal.
- To supervise, when necessary, the returning and stacking of plates.
- In the event of any spillage, to take necessary action immediately to avoid possible accidents
- To ensure that pupils are not left unsupervised at any time during the lunch period.
- To supervise and be involved in organising the play period of pupils during the lunch period.
- To assist with clearing tables
- To assist with washing down tables and resetting where required
- To take such steps as necessary when children are sick.
- To assist to the needs of the children when in distress.
- To be vigilant in the playground in recognizing potential dangers and approaching unauthorized personnel who enter the school.
- To be willing to undertake any training provided
- To set up and clear away play equipment.
- In the event of any injuries to the pupil to treat them if they are minor injuries (eg. small cuts or grazes) and to report to the school office more serious injuries.
- To follow accident reporting procedures at all times.
- To work under the direction of the Senior Leadership Team and to undertake such other broadly similar duties as may be allocated by the SLT.

Person Specification

- A commitment to the Christian ethos and values of the school
- Experience working with children is desirable but not essential
- A friendly, patient, and approachable manner
- Ability to work as part of a team
- Reliable and punctual
- 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

Personal Qualities

- Friendly, Patient, tolerant, sympathetic and, fair but firm
- Enjoy being with children
- Hardworking and conscientious
- A willingness to be flexible
- A respect of confidentiality
- Previous experience of working/helping within a school preferred
- A First Aid/pediatric first aid qualification (training can be arranged)

For more information please contact Karen Stanley (School Business Manager) on enquiries@tas.dsat.education or by telephone on **0114 236 1934**.

Visits are warmly welcomed. Please contact school if you would like to visit.

For further information please visit our website: <https://www.totleyallsaints.sheffield.sch.uk>