

JOB DESCRIPTION

TITLE: Midday Supervisory Assistant

CONDITIONS; 7.5 hours/week 38 weeks/year

RESPONSIBLE TO: School Manager

GRADE: L1A

PURPOSE OF POST: To ensure the safety and general welfare and proper conduct of the pupils during the lunch period and to ensure the smooth running of the canteen and café area.

ORGANISATION CHART:

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      Headteacher
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    School Manager
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  Midday Supervisory Assistant
  
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PRINCIPAL RESPONSIBILITIES:

1. Supervise pupils immediately before, during and after the lunch break. This includes pupils who have a school meal as well as pupils who bring their own food.
2. Clearing up, cleaning spills, cleaning tables, moving chairs and sweeping floors etc.
3. Supervision of pupils' entry into the canteen and/or café area.
4. Ensuring that pupils clear plates and cutlery away and that tray trolleys are cleared and made available for use.
5. Clearing and stacking plates and cutlery as appropriate.
6. Report any health and safety issues to the school manager.
6. Any other duties appropriate to the post as directed by the Headteacher.
7. Any other ad hoc duties requested by the line manager commensurate with grade.

DIMENSIONS:

Supervisory Management: None.

Financial Resources: None.

Physical Resources: None.

Other: Responsible for the safety and conduct for a specified number of pupils



CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Physical Effort: Required to lift and handle pupils and their walking aids (walking frames, buggies etc.)

Working Environment: May be required to help clear up vomit, food spillages and assist with toileting on a daily basis.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working with children or young people. Some experience of performing basic cleaning	1,2 1,2		
Skills/Abilities	Able to follow guidelines and procedures. Able to work effectively as part of a team. Able to work on own initiative. Ability to converse and provide effective help or advice fluently in spoken English.	1,2 1,2 1,2		
Equality Issues	Able to recognise and act on discrimination.	1,2		
Specialist Knowledge	Able to demonstrate an empathy with and understanding of needs of pupils with special educational needs.	1,2		
Other Requirements	Willingness to occasionally adjust working arrangements to meet emergencies or changed circumstances. Commitment to the guiding principles of the school – Respect, Opportunity, Achievement.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Chiltern Learning Trust and School policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct