

JOB DESCRIPTION



MALMESBURY PARK PRIMARY SCHOOL

Post Title: Midday Supervisory Assistant
Reporting to: Senior Supervisor
Grade: Grade 2

1. Job Purpose & Objectives

- 1.1. To support Malmesbury Park Primary in the implementation of its aims, objectives, ethos and learning values as specified in the School Development plan and Policy statements.
- 1.2. To set high standards and expectations in pupil behaviour, attendance and appearance, and to celebrate success and achievements.
- 1.3. Ensure the safety, general welfare and conduct of pupils during the midday break period.
- 1.4. To undertake first aid duties within the first aid room on a rota basis
- 1.5. Assistance may also be given to school and cleaning staff with basic cleaning and some practical duties in and around dining areas

2. Main Duties & Responsibilities

- 2.1 Supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
- 2.2 Establish the safe and appropriate behaviour by effective intervention or referral to a senior member of staff
- 2.3 Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
- 2.4 Maintain good order in dining areas
- 2.5 Where necessary, assist pupils with the collection of food and/or the return of plates or other items to the service counter
- 2.6 Where necessary, assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal
- 2.7 Assist in the clearance of any spillages and wiping down, cleaning or resetting of tables as appropriate
- 2.8 Assist in the setting up and removal of furniture where necessary

3. Additional Responsibilities

- 3.1 To be aware of policies and procedures in relation to the safeguarding of pupils and to report any concerns to the Designated Safeguarding Lead.
- 3.2 To comply fully with the staff code of conduct.
- 3.3 Assist with the development of policies and procedures relating to ELF, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

4. Additional Information

At Malmesbury Park School it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the School.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.