

Job Title: Midday Supervisory Assistant

Responsible to: Headteacher

Aim and main purpose of the job

To be responsible, under the direction of the Senior Leadership Team and other members of staff designated by the school, for securing the safety, welfare and good conduct of students during the lunchtime period, in accordance with the practices and procedures of the school.

Job Description

1. PURPOSE OF YOUR JOB

To prepare the dining room for school lunches and clear away afterwards, to supervise pupils whilst they eat lunch and during their lunchtime play period indoors and outdoors.

2. MAIN AREAS OF RESPONSIBILITY

- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- Supervise the children during their lunch period indoors and outdoors.

3. SUPERVISION

Supervised on a daily basis by the Senior Leadership Team.

4. JOB CONTEXT

Working with school staff and catering staff to ensure that the school lunch breaks start and finish on time. Ensure that the children have a safe environment in their lunch time.

5. CONTACTS

- Teaching and support staff
- Pupils
- Catering staff

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures.
- Enthusiasm for play with children and young people.
- A qualification/experience of first aid would be desirable

7. PROBLEMS AND DECISIONS

- Sometimes, troublesome behaviour from pupils during the lunchtime period which is managed according to the school Behaviour policy and reported to the Deputy Head or class teacher.
- Occasionally a child may feel unwell during lunch and need help and this is reported to the Deputy Head / Administration Assistant or class teacher.

8. PHYSICAL EFFORT

Moving and carrying dining tables and chairs

Confidentiality:

Duties may involve having access to information or discussions about students will be of a confidential nature. The Data Protection Act may cover these.

Confidentiality must be maintained at all times.

Anyone asking questions about the students, the school, staff etc., should be referred to either the Headteacher or relevant member of staff.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.