

Job Description – Midday Supervisory Assistant



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title:	Midday Supervisory Assistant
Reports to:	Headteacher/another nominated individual
Liaison with:	School Office/Kitchen Staff

Responsible for ensuring the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main Job Purpose:

1. To supervise and assist pupils in designated areas of the school during the midday break.

- Ensuring their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- The post may also involve some supervisory duties being undertaken on the playground or other external spaces.
- To fully comply with the Trust's safeguarding policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

Person Specification – Midday Supervisory Assistant



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	Essential	Desirable	Assessed
Qualifications	No formal qualifications or previous experience is required.	Training in food handling (training maybe be provided)	Application Form Interview
Knowledge and Understanding	- The ability to establish positive expectations of pupil behaviours, good relationships with staff and pupils. - Sensitivity to pupils personal needs is important.		Application Form Interview
Skills and Abilities	- Expected to work with limited supervision to an established work pattern. - If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard. - There may be occasions when the post holder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems. - There will be a need to respond to challenging behaviours of pupils.		Application Form Interview
Working with others	- There is a high level of interaction with individual and groups of pupils. - Requirement to work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff. - Regular meetings will be arranged for briefing and/or feedback on relevant school or individual matters.	Show experience of working alongside others	Application Form Interview
Personal Attributes	- Organised - Flexible - Enthusiastic - Committed to upholding the Christian ethos of the school - Self-motivated - Excellent communication and interpersonal skills. - Show initiative - Resilient		