





To inspire, enrich and nurture so each individual reaches their full potential

Hatfield Community Free School, Briars Lane, Hatfield, Herts, AL10 8ES  
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 @hatfieldcfs1  @hatfieldcfs

Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

## Midday Supervisory Assistant

### Job details

SALARY RANGE:	£22,366 - £23,500 (Full Time Equivalent) £3,836 - £4,030 (Actual Salary)
CONTRACT TYPE:	Permanent
RESPONSIBLE TO:	Site Manager
ACCOUNTABLE TO:	School Business Manager
HOURS OF WORK:	11:30am-1:00pm <ul style="list-style-type: none"><li>Monday to Friday (7.5 hours per week)</li><li>Term time only + 2 INSET Days</li></ul>

### Main Purpose

The role of our midday supervisory assistants is to:

- Support with the preparation of the lunch hall for lunch, including the setting of tables;
- Support with the serving of food to the children;
- Supervise the children whilst they eat lunch providing high quality care and guidance;
- Support with the creation of a safe and orderly environment in the lunch hall;
- Support the clear up of the lunch hall including the clearing of food, wiping of tables and sweeping of floor.

### Knowledge, Skills, Experience and Training

Our midday supervisory assistants are required to:

#### Essential:

- Be a responsible caring adult who shows conduct which commands respect;
- Have high expectations of the children to achieve good standards of behaviour
- Be willing to work as part of a team;
- Be flexible in their approach;
- Demonstrate an understanding of a young child's needs.

#### Desirable:

- Have experience of working with children;
- Have a sense of humour;
- Have a first aid qualification.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;

- Work with the Designated Safeguarding Persons (DSPs) to promote the best interests of pupils, including sharing concerns where necessary;
- Promote the safeguarding of all pupils in the school.

### **Other Requirements**

Attendance at professional development days or staff meetings will be necessary from time to time during the year. The midday supervisory assistants will be expected to attend relevant training courses in order to enhance his/her own professional development and to keep up to date with practice.

The midday supervisory assistant will participate in the performance management appraisal system, designed to highlight future professional development.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and task but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*