



## Elmgrove Primary School and Nursery

### **PERSON SPECIFICATION** **SCHOOL MEALS SUPERVISORY ASSISTANT**

| <b>Job related knowledge, aptitude and skills</b>                                                                                     |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------|---|---|
| A practical person who can work in a flexible way to maintain the safety, welfare and good conduct of pupils during the midday break. | E |   |
| Ability to liaise with the school leaders, Senior Supervisory Assistant, and all teaching and support staff.                          | E |   |
| An interest and commitment to encourage and develop children's play                                                                   | E |   |
| An understanding of basic safety in relation to pupils' activities during the midday break.                                           | E |   |
| Commitment to and ability to promote child protection, safeguarding, health and safety and welfare of children.                       | E |   |
| A willingness to participate in job related training                                                                                  | E |   |
| Fit and healthy enough to carry out the duties                                                                                        | E |   |
| <b>Experience</b>                                                                                                                     |   |   |
| Experience of working with children of primary school age.                                                                            | E |   |
| Experience of working as part of a team                                                                                               |   | D |
|                                                                                                                                       |   |   |

E= Essential  
D = Desirable



## **Elmgrove Primary School and Nursery**

### **JOB DESCRIPTION** **SCHOOL MEALS SUPERVISORY ASSISTANT**

Responsible under the direction of the Senior Midday Supervisor or the Headteacher (or nominee), for securing and maintaining the safety, welfare and good conduct of pupils during the midday break.

#### **Main Activities and Responsibilities**

- Supervision and control of pupils and associated ancillary duties.
- Preparation of the hall and clearing the hall at the end of lunchtime including moving and positioning tables, sweeping and mopping floors, ensuring that food is disposed of appropriately.
- Supervision of preparation for mealtimes e.g. handwashing, escorting pupils to the dining hall, handing out meal tickets, placing cutlery in trays.
- Supervision and control of general conduct at all times e.g. walking to and from canteen, seating, dressing for outdoors, playing in the playground, returning to classrooms for afternoon school, ensuring good behaviour as children move around the school.
- Occupying pupils in various games and activities, both in the playground and in the classrooms (wet/indoor dinner breaks).
- Assisting pupils with their packed lunches and hot meals as and when appropriate e.g. opening and closing lunch boxes, opening drinks, teaching the children how to use a knife and fork, checking children have the correct lunch.
- Exercising vigilance in respect of health and safety e.g. ensuring that spillages/wet floors are dealt with promptly.
- In the case of an injured child, assessing the problem and sending the child to the medical room or in extreme cases calling for the assistance of the appropriate First Aider or delivering the pupil to the First Aid Room.
- Participating in relevant training.

**Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children**