



## **Lincolnshire Gateway Academies Trust**

### **Name:**

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.

### **Job Title – Midday Supervisory Assistant – LGAT 3**

### **Responsible to – Principal**

### **Job Overview**

To be responsible for supervising the movement of students. Securing the safety, welfare, and good conduct of students during the midday break.

### **Main Responsibilities**

Under the direct leadership and supervision of the line manager the postholder will undertake a range of duties, which may include:

1. Communicates effectively with students and staff
2. Mobilises groups, queues, and individuals
3. Undertakes some ancillary work
4. Ensures that children and people move around in a safe and orderly manner
5. Organises students and accommodation/furniture
6. Ensures cleanliness and hygiene of work areas where requested, including ancillary duties such as cleaning up spillages, ensuring tables are clean, collecting litter etc

### **General**

7. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
8. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
9. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.