



FAIRFIELDS SCHOOL

JOB SPECIFICATION

NAME:

JOB TITLE: Mid-Day Supervisory Assistant

RESPONSIBLE TO: Headteacher / Assistant Headteacher

MAIN PURPOSE OF THE POST:

To supervise and support children during the mid-day break, so as to ensure their safety, general welfare and positive behaviour during this period.

DUTIES AND RESPONSIBILITIES:

- 1 To lift and handle pupils including placement in supportive seating if necessary.
2. To ensure that the all day physical management and care of pupils continues throughout the lunch time period. Guidance for this will be given from a member of the class team or the physiotherapy team or a Conductive Education teacher.
3. Preparation of the dining areas, including the movement of furniture, collection of trolleys, laying of tables, heating up of food and blending, if necessary, food.
4. Supervision and support of pupils immediately before, during and after the mid-day meal. This includes pupils who have a school meal as well as pupils who bring their own food.
5. Supervision of hand and face washing as required.
6. To toilet or change wet or soiled pads for children as required, following toileting guidelines and individual programmes, where appropriate. Lunchtime Supervisors should have due regard to Health and Safety procedures, including the use of protective gloves and plastic aprons.
7. Supervision of pupils' entry into the dining room including any journey or walk to the dining room which might be required.
8. Supervision of individuals or groups of pupils during mealtimes by sitting at specified tables, giving instructions and support and following individual pupil's eating and feeding plans.

9. Assist pupils where necessary to carry plates and cutlery etc. to table, and to return empty ones to a designated collection point.
10. Assist pupils where necessary to cut up food and give guidance on the proper use of cutlery. Assist in the clearance of any spillage etc., if required.
11. Taking such steps as necessary when pupils are sick, carrying out minor first aid (when trained) and summoning any assistance needed to deal with injuries or illness.
12. To clear away and wipe down tables and chairs. To wash up cups, cutlery etc. when required and to sweep the floor
13. To supervise pupils in the playground, or other areas of the school, as required. To help pupils make constructive use of their time. This may involve joining in with or guiding children's play in the playground.
14. Informing relevant staff of any incidents of note, including injury or illness of pupils. To report any damage to equipment both inside and outside the school. This may include writing in the maintenance record of the Site Supervisor.
15. To undertake essential training as part of induction and any other training required to help develop skills relevant to the post.
16. Any other duties of a similar level and responsibility as may be required from time to time.
17. To maintain confidentiality in all aspects of the school and its pupils.
18. To be aware of any medication or emergency procedures relating to pupils.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Signed.....

Date.....

Print Name