



Wootton Primary School

Job Description

Job Title: Midday Supervisory Assistant

Responsible To: Senior Leadership Team

Job Purpose: To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. To ensure the children receive the correct school meal which has been ordered for them.
5. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
6. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
7. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
8. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties of a similar level and responsibility as may be required.

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Person Specification

Job Title: Midday Supervisory Assistant

<u>Attributes</u>	<u>Essential</u>	<u>Preferred</u>
Education / Qualifications	Essential: Good general standard of education.	Preferred: Not applicable
Experience	Essential: Experience of children (including own children).	Preferred: Previous experience of working with children in a caring or educational environment.
Skills / Knowledge / Aptitude	Essential: Empathy with the needs of children and young people. Ability to work as part of a team and to use own initiative when appropriate.	Preferred: Not applicable
Motivation	Essential: Willingness to undertake training (e.g. in behaviour management).	Preferred: Not applicable
Physical	Essential: Ability to undertake all physical aspects of the post.	Preferred: Not applicable
Other	Essential: Must be fluent in the English language in accordance with the Immigration Act 2016. Willingness to undertake First Aid training.	Preferred: Interview. Current First Aid Certificate.