



## **JOB DESCRIPTION**

**Job title:** Midday Supervisory Assistant

**Salary Grade:** HA2

**Contracted Time:** To be confirmed

### **1. Purpose of the job**

Prepare the dining room for school lunches and clear away afterwards.

Supervise pupils whilst they eat lunch.

Interact with pupils through play and supervise them during their lunchtime.

### **2. Main areas of responsibility**

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- Interacting with pupils through play and supervising them whilst they are on the playground or in the classroom during their lunchtime.

### **3. Supervision**

Supervised on a daily basis by the Senior Supervisory Assistant on duty.

### **4. Job context**

- Working with supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time.
- Ensuring that pupils have either a cooked or packed lunch and supervising the pupils over the lunch period.
- Cleaning tables and floor area and setting up/tidying away any equipment used in the dining room.
- Ensuring that pupils are safe and play well during their lunch period.
- Interacting with children and leading them in games during their lunch period.

### **5. Contacts**

- Senior Supervisory Assistant
- Midday Supervisory Assistants and other teaching and support staff
- Pupils
- Catering staff

### **6. Knowledge, experience and training**

- Experience of working in an environment where there are children and young people would be desirable but not necessary.
- Knowledge of basic hygiene procedures.

## **7. Problems and decisions**

- Sometimes unsocial or detrimental behaviour from pupils which is reported to the Senior Supervisory Assistant.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to the Senior Supervisory Assistant if necessary.

## **8. Finance and resources**

The hourly rate of pay is based on the full-time salary for the post divided by 52.142 weeks per year, then divided by hours per week.

## **10. Physical effort**

- Moving and carrying dining tables and chairs at the beginning and end of the shift.
- Using play equipment with pupils during interactive play.
- Standing while at work.

## **11. Working environment**

This work is done indoors and outdoors.

## **12. Review of duties**

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the staff member, be changed.

***It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.***