



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.