



Job Title: Supervisory Assistant Department/Directorate: Education Division/Section: Schools Location:	Job Number: Grade: 1 Hours: 6.25
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**Job Requirements**

<b>Knowledge</b>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with others to receive and pass on information and instructions, provide guidance in a firm but pleasant manner.</li> <li>• Basic reading and writing skills (to maintain records of accidents and first aid and check that pupils have paid for their meals or are entitled to a free meal.</li> <li>• Communicate effectively with pupils to keep control, pass instructions and organise activities where appropriate in a firm but pleasant manner.</li> <li>• Administer basic first aid.</li> <li>• Follow laid down procedures for different incidents, particularly in the case of fire, evacuation or accidents in a controlled and systematic way.</li> <li>• Supervise and control children to minimum standards of discipline set.</li> <li>• Adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from Senior Supervisory Assistant.</li> <li>• Assist pupils with developing their eating skills.</li> <li>• Willing to clean up food or vomit or other materials tasks such as carrying food/trays.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of children in some capacity of responsibility – own children or previous school experience for example:-</li> <li>• in primary school, this should be with 5 – 11 year olds</li> <li>• in secondary school, this should be with 11 – 16 year olds</li> </ul>
<b>Educational</b>	
<b>Special Requirements</b>	<p>For posts that are subject to Protection of Children Regulations the following statement must be annotated:</p> <ul style="list-style-type: none"> <li>* "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment"</li> <li>* Delete as appropriate</li> </ul>