



Coventry City Council

## Job Description

Job Title: Supervisory Assistant  
Department/Directorate: Education  
Division/Section: Schools  
Location: Moseley Primary School

Job Number:  
Grade: 2  
Hours:

**Job Purpose: Responsible, under the direction of the Head of Establishment or nominee or Senior Supervisory Assistant and in close co-operation with Catering Supervisor individually or as a member of the team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the Authority.**

### Duties and Responsibilities:

1. Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head Teacher.
2. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
3. Ensuring each pupil has paid for their meal or entitled to a free meal where appropriate and arranging an orderly start to lunch including the saying of grace or other prayer if required.
4. Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
5. Assisting very young or less able pupils in developing eating skills.
6. Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
7. Undertake ancillary duties including the wiping of tables, cleaning of spillage's (e.g. food, vomit).
8. Act as Carer for sick children until appropriate qualified medical assistance is available and/or until parent or guardian collects sick child. Employees must not provide First Aid unless qualified to do so. Keeping the Head Teacher or nominee informed and maintaining records of accidents and first aid given.
9. Organising activities for pupils where necessary in particular indoors when there is inclement weather.
10. Following fire and evacuation procedures and checking pupils are safe.
11. During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.
12. Putting away of tables and chairs.

AND such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading. (Please refer to the Notes of Guidance for further clarification).

**The following clause must be included in all Job Descriptions for jobs which involve the processing of Personal Data:**

**\* "Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"**

**\* Delete as appropriate.**

Any other duties and responsibilities within the range of the salary grade.

**Responsible for:**

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