



## Job Description

<b>Job Title:</b>	Supervisory Assistant	<b>Job Number:</b>	753L
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	Various
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 1

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Job Purpose:

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

### Main Duties and Responsibilities:

1. Supervise pupils in the dining hall, playground areas and school premises, ensuring an acceptable level of order and discipline is maintained and according to the guidelines set by the Head Teacher.
2. Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary.
3. Ensure each pupil has paid for their meal, or are entitled to a free meal where appropriate, and arrange an orderly start to lunch.
4. Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
5. Assist very young or less able pupils in developing eating skills by modelling use of utensils.
6. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
7. Undertake ancillary duties, including wiping tables, cleaning spillages, eg. food, vomit.
8. Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent or guardian collects the sick child. Keep the Head Teacher or nominee informed and maintain records of accidents and first aid given. (Employees must not provide first aid unless qualified to do so.)
9. Organise activities for pupils where necessary, in particular, indoors when there is inclement weather.
10. Follow fire and evacuation procedures, and check pupils are safe.

11. During the closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining areas and, in particular, the cleaning of dining furniture.
  12. Put away tables and chairs and all resources that support lunchtimes.
  13. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.