

Mount Nod Primary School

Lunchtime Supervisory Assistant – Grade 1 - Job Description.

Job Outline

To be responsible, under the direction of the school staff, for securing the safety, welfare and good behaviour of all the pupils (aged 4 – 11) during the lunchtime period, in accordance with the policy of the Coventry LEA and in line with the ethos of the school.

Hours of Duty

The normal hours of duty are from Monday to Friday 12.05pm to 1.20pm. There may be additional paid hours for specific training as necessary (Games activities/First Aid/Behaviour management).

Duties and responsibilities

1. To supervise the children in the dining rooms, playgrounds, courtyard and classroom areas during the lunchtime period. This may involve working with pupils of any age and flexibility of approach is an important part of the job.
2. To assist the younger children in developing eating skills (eg; how to hold a knife and fork, and how to cut up food). Children should be encouraged to eat their meal, but not forced in any way.
3. To assist the children in the collection of food trays and plates and in the serving of meals and food where necessary.
4. To supervise and assist the children in the return of any waste food, plates and cutlery as necessary.
5. To undertake other ancillary duties, including spot mopping and wiping tables.
6. To assist in setting out the seating tables and storing them away.
7. To organise outdoor games on the field and playground and indoor activities for pupils during inclement weather. This includes regularly walking around the playground/field to fully ensure the safety of the children.
8. To follow fire and evacuation procedures as necessary and to check that pupils are safe.
9. To act as a carer for sick children, until appropriate qualified medical assistance is available and/or guardian collects the sick child. Please refer to one of the qualified first aiders as soon as possible. This information is available from the list of qualified First Aiders situated by each First Aid box around school.
10. Employees must not provide First Aid unless fully qualified to do so.
11. To maintain records of accidents as necessary.

In line with Coventry City Council Policy, Mount Nod Primary school is a no smoking zone.

Reviewed: May 2019