

# PARK HILL PRIMARY SCHOOL

## Job Description



### Vacancy Reference No:

<b>Job Title:</b>	LUNCHTIME SUPERVISORY ASSISTANT	<b>Job Number:</b>	
<b>Directorate:</b>	Children Learning & Young People	<b>Post Number:</b>	
<b>Service:</b>	School	<b>Grade:</b>	Grade: 1
<b>Location:</b>	PARK HILL PRIMARY SCHOOL		

### Job Purpose:

Supervising and supporting children preparing for lunch and in the dining hall. Supporting staff to supervise play ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher

### Main Duties and Responsibilities:

- Supporting children with personal hygiene when preparing for lunch.
- Escorting children from the classroom to the appropriate dining room.
- Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
- Assisting very young or less able pupils in developing eating skills.
- Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties including the wiping of tables, cleaning of spillages.
- Support children in playing cooperatively during the lunch break; helping to resolve conflict and promote positive relationships.
- Act as carer for sick children until qualified medical assistance is available and or child is collected by parents.
- Maintaining records of accidents and incidents in line with school policy.
- Organise activities for pupils and supporting play where necessary.
- Follow fire evacuation procedures and checking children are safe.
- Putting away of chairs and tables as required.
- Cleaning of dining areas at the end of lunch time.

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

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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.

# PARK HILL PRIMARY SCHOOL

## Person Specification



<b>Job Title:</b>	Lunchtime Supervisory Assistant	<b>Job Number:</b>	
<b>Directorate:</b>	Children Learning & Young People	<b>Post Number:</b>	
<b>Service:</b>	School	<b>Grade:</b>	Grade:
<b>Location:</b>	PARK HILL PRIMARY SCHOOL		

Area	Description
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to maintain a good working relationship with other staff</li> <li>• Ability to deal sensitively with children who may be unwell or upset</li> <li>• Ability to be tactful, diplomatic and discreet</li> <li>• Ability to respect confidentiality at all times</li> <li>• Ability to work unaided on routine tasks for which training has been provided</li> <li>• Ability to use initiative when dealing with unfamiliar tasks</li> <li>• Willingness to ask for guidance when in difficulty</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and enjoy working with children</li> <li>• Able to deal with children of all the primary age range calmly and sympathetically</li> <li>• Able to encourage children to play cooperatively and purposefully by playing with them or guiding them as appropriate</li> <li>• Able to deal with incidents calmly and effectively</li> <li>• Willing to undertake a range of different roles</li> <li>• Be reassuring and sympathetic when dealing with accidents or illness.</li> <li>• Communicate clearly and effectively to children and other members of staff</li> <li>• Supportive to all children and adults</li> <li>• Good sense of humour</li> </ul>
<b>Special Requirements:</b>	<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> </ul>