



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Supervisory Assistant

**Job Number:** L3087D

**Directorate:** Children, Learning and Young People

**Post Number:**

**Service:** Services for Schools

**Grade:** Grade 1

**Location:**

**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, including saying grace or other prayer, if required.
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.
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, e.g. 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.
  13. Any other duties and responsibilities within the range of the salary grade.
- 

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.

**Responsible for:**

**Responsible to:**

**Date Reviewed:**     October 2001

**Updated:**             26 June 2006



Coventry City Council

## Person Specification

<b>Job Title:</b>	Supervisory Assistant	<b>Job Number:</b>	L3087D
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 1
<b>Location:</b>			

	<b>Job Requirements</b>
<b>Knowledge:</b>	

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to communicate effectively to receive and pass on information and instructions, and 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 free meals.</li><li>• Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner.</li><li>• Able to administer basic first aid.</li><li>• Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.</li><li>• Able to supervise and control children to minimum set standards of discipline.</li><li>• Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept supervision from the Senior Supervisory Assistant.</li><li>• Able to assist pupils with developing their eating skills.</li><li>• able and willing to clean-up food or vomit or other materials and undertake 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, e.g. own children or previous school experience:<ul style="list-style-type: none"><li>- In a primary school – this should be with 5 to 11 year olds.</li><li>- In a secondary school – this should be with 11 to 16 year old.</li></ul></li></ul>
--------------------	--

<b>Educational:</b>	
---------------------	--

<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>
------------------------------	--

**Date Reviewed:**      October 2001

**Updated:**              26 June 2006