



**Wyken Croft**  
Primary School

## **Job Description**

**Post Title: Supervisory Assistant**

**Hours: Term Time Only – 11.30am until 1.30pm ( Monday – Friday)**

### **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.

### **Description of 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 Headteacher.
2. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
3. Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
4. Long hair to be tied back when working with food.
5. Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
6. Undertake ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit).
7. Provide basic First Aid and act as carer for sick children until a parent or guardian collects sick child if necessary. Keeping the Headteacher or nominee informed and maintaining records of accidents and First Aid given.
8. Organising activities for pupils where necessary in particular indoors when there is inclement weather. In inclement weather, Supervisory Assistant's to remain in the classroom with pupils until a teacher takes over.



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9. To actively engage in the supervision and care of pupils at all times.
10. Supervisory Assistant's to wear Hi-Vis jackets outdoors.
11. Following fire and evacuation procedures and checking pupils are safe.
12. Putting away of tables and chairs.
13. Any other duties and responsibilities within the range of the salary grade.
14. At all times work professionally with all pupils and other members of staff to ensure a smooth and positive working environment for staff and pupils.
15. Supervisory Assistant's to arrive for work at least 5 minutes prior to the start of their duties.
16. School and Line Manager (Senior Supervisor) to be informed as soon as possible if unable to report for work.
17. Personal mobile phones are not to be used whilst on duty unless in the case of an emergency.

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 to: The Senior Supervisory Assistant, School Business Manager, Deputy Head and Headteacher

Date: Oct 2021