



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Supervisory Assistant

Job Number: L3087D

Directorate: Resources

Post Number:

Service: Services for Schools

Grade: Grade 1

Location: Moat House Primary School

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. 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.
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.



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Human Resources

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.
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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.

Responsible for:

Responsible to: Senior Supervisory Assistant

Date Reviewed: October 2001

Updated: May 2014