



Coventry City Council

Job Description

Job Title:	Lunchtime Supervisory Assistant	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	023801
Service:	Services for Schools	Grade:	1
Location:	Charter 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, under the direction of the Headteacher and reporting to the Family Support Lead.

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. To ensure all pupils participate and enjoy a range of activities during their lunchtime and enthusiastically interact with them.
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 and encourage all children to try all of their food.
6. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
7. Undertake ancillary duties, including wiping tables, sweeping floors, cleaning spillages, eg. 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 nominees 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. Put away tables and chairs

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.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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: Family Support Lead

Date Reviewed: September 2020

Updated: September 2020



Coventry City Council

Person Specification

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Directorate:	Children Learning and Young People	Post Number:	023801
Service:	Services for Schools	Grade:	1
Location:	Charter Primary School		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • •
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Skills and Abilities:	<ul style="list-style-type: none"> • Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner • 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 • Able to communicate effectively with pupils to keep control, pass-on instructions and organise activities, where appropriate, in a firm but pleasant manner • Able to administer basic first aid • Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way • Able to supervise and control children to minimum set standards of discipline • Able to adhere to guidelines set by the Head Teacher for lunchtime supervision and accept line management from the School Business Manager • Able to assist pupils with developing their eating skills and encourage children to try all of their food • Able and willing to clean-up food or vomit or other materials, and undertake tasks such as carrying food/trays
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Experience:	<ul style="list-style-type: none"> • Experience of children in some capacity of responsibility, eg. own children or previous school experience: <ul style="list-style-type: none"> - In a primary school – this should be with 5 to 11 year olds. - In a secondary school – this should be with 11 to 16 year old
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Educational:	<ul style="list-style-type: none"> • •
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Special Requirements:

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Reviewed: September 2020

Updated: September 2020