



Supervisory Assistant Job Description

**Vacancy Reference No:****Job Title:** Lunchtime Supervisor**Job Number:****Directorate:** Children, Learning and Young People**Post Number:****Service:** Services for Schools**Grade:** Grade 1**Location:** Pearl Hyde 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, Assistant Teachers and School Business Manager and in close co-operation with HLLFs, LFs, Sports Coach and other members of the Supervisory Assistant 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 according to the guidelines set by the Head Teacher and in line with the school behaviour for learning policy.
2. Ensure, where appropriate, that pupils have washed their hands prior to lunch and remind them to do so where necessary.
3. Assist pupils in the collection of food trays and plates and in serving meals and food where necessary.
4. Assist very young or less able pupils in developing eating skills.
5. Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points.
6. Undertake ancillary duties, including wiping tables, cleaning spillages, e.g. food, vomit, drinks. Sweep the floor throughout the lunchtime sessions to prevent a build-up of debris.
7. Undertake the tidying away of all lunchtime equipment from the hall including putting away tables and chairs.
8. Sweep the hall floor checking the perimeter carefully for any debris and mop fully once a week or daily as is necessary.
9. Act as carer for sick children until appropriate qualified medical assistance is available. 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.)

10. Organise and take part in activities for pupils where necessary on the playgrounds and indoors when there is inclement weather.
11. Follow fire and evacuation procedures, and check pupils are safe.
12. Carry out any other duties and responsibilities directed by the Headteacher within the range of the salary grade.
13. Attend at least one annual training session, of 45 minutes, to fulfil the statutory Level 1 Safeguarding Refresher CPD

All duties and responsibilities must be carried out with due regard to the Finham Park Multi-Academy Trust Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Finham Park Multi Academy Trust Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Lunchtime Supervision

Responsible to: The Headteacher

Date Reviewed: October 2016

Updated: November 2020



Person Specification



Job Title:	Supervisory Assistant	Job Number:	L3087D
Directorate:	Finham Park Multi Academy Trust	Post Number:	
Service:	Services for Schools	Grade:	Grade 1
Location:	Pearl Hyde Primary School		

	Job Requirements
Knowledge:	

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 supervision from the School Business Manager. • Able to assist pupils with developing their eating skills. • 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, e.g. 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:	
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Special Requirements:	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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