



Earlsdon Primary School



Job Description: Supervisory Assistant Grade 1

Responsible to: Pastoral Lead

Duties and Responsibilities

- Supervising pupils in the dining hall, classrooms, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher.
- Support children in playing cooperatively during the lunch break; helping to resolve conflict and promote positive relationships.
- Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
- Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
- Assisting very young or less able pupils in developing eating skills.
- Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points.
- Undertake ancillary duties including the wiping of tables, cleaning of spillages.
- Act as carer for sick children until qualified medical assistance is available and or child is collected by parents. Maintaining records of accidents and incidents in line with school policy.
- Organise activities for pupils where necessary in particular indoors when there is bad weather.
- Follow fire and evacuation procedures and checking children are safe.
- During closure of schools, assist kitchen staff with general cleaning duties in the kitchen and dining area.
- Putting away of chairs and tables