



Southfields Primary School

Job Description: Lunchtime Supervisory Assistant

Hours: 10 hours per week (11.30am – 1.30pm)

Salary: Grade 1

Job Purpose:

- To supervise and interact with pupils during lunchtime in the dining hall and outside in the playground ensuring that the children eat meals safely and behave appropriately.
- to clean the dining hall and surrounding areas during and at the end of the lunchtime service.

Duties:

The Supervisory Assistant will:

- **Maintain confidentiality about school matters at ALL times (inside AND outside of the school);**
- ensure that pupils wash their hands before they eat;
- escort pupils to and from the dining area, as necessary;
- ensure that pupils having a school lunch are in the dining hall at the correct time;
- collect meals from the kitchen counter and serve to pupils, ensuring that pupils are given the correct meals (taking into consideration dietary requirements and allergies);
- help younger pupils with the proper use of cutlery, and help them cut up their food when necessary;
- assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished;
- supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use;
- take charge of groups of children in the playground or the classroom, depending on the weather;
- devise and initiate constructive play opportunities for children when required;
- ensure that children remain within a safe environment, and that they play safely;
- set suitable behaviour standards in line with school policy;
- help children acquire social skills;
- attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary; record incidents in the Accident Book if necessary;

- attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- report to the Senior member of staff any acts that constitute serious infringements of school rules;
- ensure that any safeguarding concerns are reported IMMEDIATELY to the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead or the Headteacher;
- liaise effectively and professionally with all other members of staff, as required;
- attend training, as required.

Additional

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 to: Headteacher / School Business Manager / Senior Supervisory Assistant

Date Reviewed: Sep 2020

Updated: Sep 2020