



SUPERVISORY ASSISTANT JOB DESCRIPTION

POST:	Supervisory Assistant
GRADE:	Grade 1
HOURS:	7.5 hours per week term time only (11.45 am to 1.15 pm)
SALARY:	£9.50 - £9.59 per hour.
DIRECTORATE:	People
SECTION:	Primary Schools
LOCATION:	Gosford Park Primary School
DURATION:	Permanent

Job Purpose:

To be responsible, under the Headteacher or nominee and in close co-operation with the School Catering Team individually or as a member of the team, for ensuring the safety, welfare and good conduct of pupils during the midday break period, in accordance with the laid down procedures and practices of the Local Authority.

Duties and Responsibilities:

1. Supervising 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 Headteacher.
2. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
3. Ensuring that each pupil has paid for their meal or is entitled to a free meal where appropriate, ensuring an orderly start to lunch.
4. Assisting pupils in the collection of food trays and plates and in the serving of meals and food where necessary.
5. Assisting very young or less able pupils in developing good eating skills.
6. Supervising and assisting pupils to return waste food, plates and cutlery to the designated points.
7. Undertake ancillary duties including the wiping of tables and cleaning of spillages (e.g. food, vomit).

8. Acting as carer for sick children until appropriate qualified medical assistance is available and/or until parent or carer collects sick child. Employees must not provide First Aid unless qualified to do so. Keeping the Headteacher or nominee informed and maintaining records of accidents and First Aid given.
9. Organising activities for pupils where necessary and particularly indoors when there is inclement weather.
10. Following fire and evacuation procedures and checking pupils are safe.
11. During closure of schools, to assist the kitchen staff with general cleaning duties in the dining area and in particular the cleaning of dining furniture.
12. Putting away dining tables.

Last reviewed July 2022

PERSON SPECIFICATION

Supervisory Assistant

Attributes:	Job Requirements
Skills & Abilities	<ul style="list-style-type: none"> • Able to communicate effectively with others to receive and pass on information and instructions. • To provide guidance in a firm but pleasant manner. • Basic reading and writing skills (to maintain records of First Aid and check that pupils have paid for their meal or are entitled to a free meal) • Able to communicate effectively with pupils to keep control, pass on instructions and organise activities • 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 organised way • Able to supervise and control children to a minimum set standards
Experience	<ul style="list-style-type: none"> • Experience of children aged between 5 and 11 years in some capacity of responsibility (e.g. - own children or previous school experience)
Special Requirements	<ul style="list-style-type: none"> • This post is subject to Protection of Children Regulations and is therefore exempt from the provisions of the Rehabilitation of offenders Act 1974. A Criminal record Disclosure will be

	<p>required prior to appointment.</p> <ul style="list-style-type: none"> • All employees of Coventry City Council are required to comply with the Council's Equal Opportunity Policy when undertaking the duties of their job
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Last reviewed July 2022.