

## **JOB DESCRIPTION**

**POST TITLE:** Supervisory Assistant

**GRADE:** C (SCP 3)

**REPORTS TO:** Office Manager

**MAIN PURPOSE:** To work under the direction of the Office Manager to supervise and support pupils during the lunchtime period and ensure that problems are resolved or referred to an appropriate level.

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### **TASKS:**

- Encourage positive play on the playgrounds
- Devise and initiate constructive play opportunities for children when required
- Ensure that pupils wash their hands before they eat
- Escort pupils to and from the dinner area, as necessary
- Ensure that pupils having a school lunch are in the dining hall at the correct time
- Help younger pupils at the serving counter 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 etc
- Set up and put away dining tables
- Assist with the cleaning of tables and hall when lunch is finished
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use
- Report to the Head Teacher/Senior Supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the playground or the classroom, depending on the weather
- 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 lunch break, and seek appropriate assistance if necessary
- Model and promote British values such as having mutual respect and tolerance for those around you
- Report minor injuries following the school accident reporting policy
- Attend to any pupil who becomes ill during the lunch break, and again seek appropriate assistance
- Report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## PERSON SPECIFICATION

**POST TITLE:** Supervisory Assistant

**GRADE:** C (SCP 3)

|                                      | Essential  | Desirable  |
|--------------------------------------|--|--|
| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>• Basic skills</li> <li>• Willingness to participate in training and development opportunities</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid training</li> <li>• Child Protection training</li> </ul>  |
|                                      |  |  |
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>• Experience of dealing with children of a similar age</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working with children in a similar age group</li> </ul>  |
|                                      |  |  |
| <b>SKILLS/<br/>KNOWLEDGE:</b>        | <ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Good communication skills</li> <li>• Ability to work effectively as part of a team</li> <li>• Be able to maintain confidentiality</li> <li>• Good listening skills</li> <li>• The ability to organise lunchtime activities for children, in conjunction with other staff in school</li> <li>• The ability to be proactive and ensure that childrens lunchtimes are safe and happy</li> <li>• Able to use own initiative</li> <li>• The ability to manage behaviour of children in a positive and supportive manner</li> <li>• An understanding of hygiene and good health</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant knowledge of First Aid</li> <li>• Knowledge of Child Protection</li> <li>• Knowledge of Health &amp; Safety</li> <li>• Equal Opportunities and recognising the nature of the diverse school community</li> </ul> |
|                                      |  |  |
| <b>PERSONAL<br/>ATTRIBUTES:</b>      | <ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• Good command of the English Language</li> </ul>   |  |

**Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.**

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertake before an appointment is confirmed.