

## **JOB DESCRIPTION / PROFILE**

**POST TITLE :** Lunchtime Supervisory Assistant

**GRADE :** Grade C (SCP 3)

**REPORTING RELATIONSHIP** Reporting to Headteacher and Deputy Headteacher

**JOB PURPOSE :** Assist with the care and welfare of students within the School over the lunch period including the patrol of the School both inside and out in line with the School policy

### **MAIN DUTIES/RESPONSIBILITIES**

**As a Supervisory Assistant you may undertake any or all of the following duties and responsibilities.**

1. Supervision of students on site in line with individual School policy and procedures
2. Assist with the setting up/putting away of the dining rooms as required, including setting out meal trays, cutlery, tables and chairs and other serving equipment
3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with School procedures
4. Clean the dining hall at the end of service including all tables and chairs and sweeping and mopping the hall floor
5. Encourage students with healthy eating and helping as and when necessary with students at mealtimes who may have difficulty or are unable to feed themselves
6. Report all injuries to appropriate staff and ensure that students receive appropriate care and attention when sick or injured.
7. Encourage good behaviour and conduct of all students
8. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
9. The post holder must carry out his/her duties with full regard to the public sector equality duty in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

11. Any other duties of a similar nature related to the post, which may be required from time to time.
12. Be able to conduct a conversation and answer questions, for an extended period of time where necessary

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION – SUPERVISORY ASSISTANT**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Experience &amp; Knowledge</b>				D1	Previous Supervisory Assistant experience	AF,R,I
				D2	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF,R,I
<b>Skills</b>	E1	Ability to effectively communicate orally with colleagues and children	I,R			
	E2	Ability to deal with a range of people including parents, children and colleagues	AF,R,I			
<b>Special Requirments</b>	E4	Motivation to work with children	AF,R,I,D			
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I,D			
	E6	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining	AF,R,I,D			
	E7 E8	Suitability to work with children Be able to conduct a conversation and answer questions, for an extended period of time where	D I			

	necessary			
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<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references