



Diocese of Norwich
Education and
Academies Trust

Midday Supervisory Assistant: Job Description

Salary scale: Scale B, Point 2

Contract type: Permanent

Hours: 8 hours

Responsible to: Headteacher

Core purpose:

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main duties and responsibilities

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance if needed.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Midday Supervisory Assistant: Person Specification

	Essential	Desirable
Ability to work effectively within a team environment	<input type="checkbox"/>	
Ability to use your own initiative to adapt tasks/activities to meet the needs of the individual pupil	<input type="checkbox"/>	
Ability to build effective working relationships with all pupils and colleagues	<input type="checkbox"/>	
Ability to promote positive ethos and role model positive attributes	<input type="checkbox"/>	
Able to exert authority and give directions/instruction in a confident manner	<input type="checkbox"/>	
Experience of working with SEND children		<input type="checkbox"/>
Working knowledge of relevant policies/codes of practice/legislation		<input type="checkbox"/>
Understanding of inclusion, especially within a school setting		<input type="checkbox"/>
Willingness to attend INSET and further training	<input type="checkbox"/>	
Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.		<input type="checkbox"/>