LOCAL GOVERNMENT JOB EVALUATION SCHEME

FACTOR BREAKDOWN

JOB No. : SG9 **Total Points :** 269

FACTOR	LEVEL
Knowledge	1
Mental Skills	2
Interpersonal & Communication Skills	2
Physical Skills	2
Initiative & Independence	2
Physical Demands	2
Mental Demands	2
Emotional Demands	2
Responsibility for People	2
Responsibility for Supervision	1
Responsibility for Financial Resources	1
Responsibility for Physical Resources	1
Working Conditions	2

NORTHUMBERLAND COUNTY COUNCIL **JOB DESCRIPTION**

Post Title: Lunchtime Supervisory Assistant	**Director/Service/Sector:** Children's Services		**Office Use**
Grade:	**Workplace:** School based		**JE ref:** **HRMS ref:**
Responsible to: Senior Lunchtime Supervisory Assistant or Head-teacher	**Date:**	**Lead & Man Induction:**	

Job Purpose: Under the direction of a Senior Lunchtime Supervisor y Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.

Resources Staff	None.
Finance	None.
Physical	None.
Clients	None.

Duties and key result areas: Individually or as part of a team, Include but are not restricted to:-

1. Supervise pupils in the dining hall, playground areas and school premises.
2. Ensure the maintenance of good order and discipline.
3. Deal with accidents and incidents in accordance with school procedures.
4. Clean up spillages as necessary.
5. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Physical requirements:	Continuous standing and walking.
Transport requirements:	None.
Working patterns:	Monday to Friday lunchtime working.
Working conditions:	Outside working.

NORTHUMBERLAND COUNTY COUNCIL **PERSON SPECIFICATION**

Post Title: Lunchtime Supervisory Assistant	**Director/Service/Sector:** Children's Services	Ref:
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
No particular qualifications or knowledge are required.		
Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits