

Job Profile

Lunchtime Supervisory Assistant

Grade B

Group:	Learning & Children
Service:	Schools
Location:	Kelvin Grove Primary School
Line Manager:	Mr Andy Jones (Head Teacher)

Job Purpose

To work as a member of a team

The key roles of this post will include:

1. Helping pupils to select lunchtime options with due regard to health and hygiene requirements.
2. Ensuring table used for packed lunches is cleared and cleaned after use.
3. Interacting with pupils whilst providing a safe and secure environment in which pupil learning and socialising can take place.
4. Assisting in the delivering of age appropriate activities over the lunchtime period.
5. Reporting any injuries to First Aider/Class Teacher or Head Teacher as appropriate.
6. Delivering pupils back to class and ensuring that relevant issues are passed onto school staff.
7. Carrying such duties as may reasonably be requested by the Head Teacher.