

JOB DESCRIPTION

Post Title: Senior Lunchtime Supervisory Assistant		Director/Service/Sector: Children's Services		Office Use	
Band: 2		Workplace: School based			JE ref: SG10 HRMS ref:
Responsible to: Head-teacher or other nominated person.		Date:		Lead & Man Induction:	
Job Purpose: Under the direction of the Head-teacher, or other nominated person, to ensure the safety, welfare and good conduct of pupils during the midday break period.					
Resources	Staff	A small number of Lunchtime Supervisors.			
	Finance	None.			
	Physical	None.			
	Clients	None.			
<p>Duties and key result areas: Individually or as part of a team, Include but are not restricted to:-</p> <ol style="list-style-type: none"> 1. Supervise and direct a small team of LSA's. 2. Liaise with Head-teacher and other school based employees on job related issues. 3. Supervise pupils in the dining hall, playground areas and school premises. 4. Ensure the maintenance of good order and discipline. 5. Deal with accidents and incidents in accordance with school procedures. 6. Clean up spillages as necessary. 7. Ensure tables are clean and fit for use. 8. Other duties appropriate to the nature, level and grade of the post. <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>					
Work Arrangements					
Physical requirements:		Continuous standing and walking.			
Transport requirements:		None.			
Working patterns:					
Working conditions:		Monday to Friday lunchtime working. Outside working.			

Northumberland County Council

PERSON SPECIFICATION

Post Title: Senior Lunchtime Supervisory Assistant	Director/Service/Sector: Children's Services	Ref: SG10
Essential	Desirable	Asses s by
Qualifications and Knowledge		
No particular qualifications are required. Some knowledge of the range of tasks.		
Experience		
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. Ability to organise self and others.		
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