

Job Description
Lunchtime Supervisory Assistant



1 ¼ hours per day (6 ¼ hours per week)
12.00 – 1.15pm Monday – Friday (Term Time Only)
Hours are subject to change based on the needs of the school.

Responsible to: Head Teacher, School Business Manager

Job Purpose

- Supervising the washing of hands and entry of the children into the dining hall.
- Helping generally during the service of the meals.
- Assisting pupils where necessary
- Developing and encouraging good table manners
- Actively encouraging pupils in safe, enjoyable games while they are in the playground
- Being responsible for the care and supervision of the children before during and after the meal from the close of the morning session until the start of the afternoon session.
- Assisting in first aid.
- Being prepared to speak to anyone adult do not know and direct them to the school office to maintain security.
- Being aware of traffic entering and leaving the car park.

Person Specification

| Essential | Desirable |
|-------------------------------------|---|
| Experience of working with children | Experience of working in a school setting |
| Flexible | First Aid |
| Committed | Food Hygiene |
| Motivated | |
| Positive role model. | |