

GENERIC JOB DESCRIPTION / PROFILE

<u>POST TITLE :</u>	Lunchtime Supervisory Assistant (All settings including SEN)
<u>GRADE :</u>	Band 1 (SCP 3)
<u>REPORTING RELATIONSHIP</u>	Reporting to the Senior Supervisory Assistant or equivalent
<u>JOB PURPOSE :</u>	Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with the school policy
<u>POST NO.</u>	D0

MAIN DUTIES/RESPONSIBILITIES

As a Supervisory Assistant you may undertake any or all of the following duties and responsibilities.

1. Supervision of pupils on site in line with individual school policy and procedures
2. Assist with the setting up of school dining room as required, including setting out meal trays, cutlery, tables and chairs and other serving equipment
3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
4. Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves
5. Report all injuries to appropriate school officer and ensure that pupils receive appropriate care and attention when sick or injured.
6. Operation of tills and taking of money / vouchers for meal payments in line with school policy and procedures
7. Encourage good behaviour and conduct of all pupils
8. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
9. The post holder must carry out his/her duties with full regard to the School's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety

matters in order to protect both yourself and others.

11. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

GENERIC PERSON SPECIFICATION – SUPERVISORY ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Experience & Knowledge				D1	Previous Supervisory Assistant experience	AF,R,I
				D2	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF,R,I
Skills	E1	Ability to effectively communicate orally with colleagues and children	I,R			
	E2	Ability to deal with a range of people including parents, children and colleagues	AF,R,I			
Special Requirments	E4	Motivation to work with children	AF,R,I,D			
	E5	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I,D			
	E6	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining	AF,R,I,D			
	E7	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references