

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Lunchtime Supervisory Assistant	Directorate: Children's Services	Office Use
Band: 1	Workplace: School based	JE ref: SG9
Responsible to: Senior Lunchtime Supervisory Assistant or Headteacher	Date:	

Job Purpose: Under the direction of a Senior Lunchtime Supervisory 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

The 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.

The duties and responsibilities highlighted in this Job Description are indicative and may vary overtime. 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.

Works Arrangements

Physical requirements: Continuous standing and walking
Transport requirements: None
Working patterns: Monday to Friday lunchtime working (11:45-13:00 hours)
Working conditions: Outside working