



Supervisory Assistant Vacancy: Job Description

Title:	Midday Supervisor
Grade:	Grade 1 - Spine Point 3
Hours:	7.5hrs per week – Term Time Only
Job Location:	Easington Lane Primary School, High Street, Easington Lane, Houghton Le Spring, DH5 0JT
Directorate:	Children's Services
Responsible to:	Head teacher

Main Duties:

Supervision of dining areas

1. Be responsible for allocated areas and students each day.
2. Main areas of responsibilities will be the dining room and the areas of the school used during the lunch period, including outdoor and communal areas.
3. Ensure students maintain a good standard of behaviour throughout the lunch period.
4. Be a responsible caring adult with the health, safety and welfare of students always in mind; must show conduct which commands respect and must see that the students behave safely at all times.
5. Be aware of how to contact a first aider and of the fire evacuation procedures.
6. Control queues and transition to dining areas.
7. Identify hazards and clear spillages quickly.
8. Clean trays as necessary and support children to eat.
9. Supervise return of used crockery and cutlery by students.
10. See that dining areas are left clean and tidy.

Supervision outside dining areas

11. Move around amongst the students within the areas being covered.
12. Ensure acceptable standards of behaviour are maintained.

General

13. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
14. Be aware of relevant issues and ensure the safeguarding of the welfare of students.
15. To take reasonable care for the health and safety of himself and other persons who may be affected by their activities and where appropriate, safeguarding the health and safety of persons under their control and guidance in accordance with the provision of Health and Safety legislation.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Midday Supervisor Vacancy: Person Specification

Essential	Desirable
<i>Experience</i>	<i>Experience</i>
Experience of working with young people	Previous school experience
Experience of working in a team	
Understanding of safeguarding and welfare factors for children	
<i>Aptitudes</i>	<i>Qualifications</i>
Self-motivated	First Aid Certificate
Takes initiative	Safeguarding Training
Flexible	Food Handling Certificate
<i>Personal Qualities</i>	
Patient	
Enthusiastic	
Energetic	
Confident	
Willingness to undertake training	
<i>Skills</i>	
Verbal and Written Communication	
Interpersonal	
Problem Solving	
Time Management and Organisation	
Work under pressure	