



Vacancy

Post No:	Job Title: Supervisory Assistant. Grade B SCP 3
Job Purpose:	To assist with the supervision, discipline and safety of pupils on site during the midday break.
Reporting to:	Business Manager
Responsible for:	
Salary/Grade:	Grade B Part time: 7.5 hours per week. Term time only
Main (Core) Duties	
Key Areas	The duties of the post will be allocated by the Service Manager and will include: • supervising the entry of pupils into the dining room / community room; • when necessary, assisting pupils to collect meals from the distribution areas; • supervising table manners and, in the case of some pupils, assisting in the correct use of cutlery, cutting up of meals etc; • encouraging pupils to eat meals and to try meals which are new to them; • maintaining high standard of behaviour and manners and reporting any issues/concerns to the relevant member of staff; • responsibility for wiping up spillages and clearing breakages during service time in the dining area; • supervising and encouraging good quality play in the playground, hall or classrooms, according to prevailing weather conditions; • dealing with minor accidents, spillages etc and reporting any serious accident/incident to the Business manager and/or First Aider; • ensuring relevant documentation is completed in the event of an accident/incident; • any other duties which may be required from time to time by the Head Teacher.

Qualifications	A qualification in childcare is desirable but not essential.
	This job description may be reviewed at the end of the academic year (or earlier if necessary) after mutual agreement between the post holder and the Service Manager. If successful you will be required to apply for an enhanced Disclosure