



Stanburn Primary School

JOB DESCRIPTION

Post Title: School Meals Supervisory Assistant

Duties & Responsibilities: Supervision and control of pupils inside and outside the school buildings.
Associated ancillary duties.

Responsible to: Senior Midday Supervisors or the Headship Group

Purpose of Post: Responsible under the direction of the Senior Midday Supervisor or the Headship Group for maintaining the safety, welfare and good conduct of pupils during the midday break periods.

Main Activities

- Set up and put away lunch tables each day;
- Supervision of meal times, usually in the school hall, including appropriate eating manner;
- Supervision of general conduct at all times. e.g. controlling queues/pupils moving along corridors in an orderly manner/ensuring children remain on the playground;
- Learning and teaching age appropriate games and activities and encouraging pupils to engage in learnt games and activities;
- Assisting pupils where appropriate e.g. opening bottles;
- Exercising vigilance in respect of health and safety e.g. ensuring that spillages/wet floor are dealt with promptly/classrooms and hall are left clean and tidy and reporting any unsafe practices to the Senior Midday Supervisor;
- To use positive strategies for dealing with children who find lunchtime to be a difficult part of the day;
- In the case of an injured child, to assess the problem, calling for the assistance of the Senior Midday Supervisor or sending the pupil to the Welfare Room;
- On wet days, supervising in the classroom, helping children to organise and play games and activities and the leaving the classroom in a tidy manner;
- To read, understand and adhere to the School's and Council's rules and policies relating to equal opportunities, health and safety, child protection and dealing with pupils, staff and parents;
- To participate in meetings and training sessions organised for midday supervisors;
- Carry out any other duties as requested by the Headteacher.

This job description may be amended after discussion by agreement with the Headteacher at any time.

STANBURN PRIMARY SCHOOL
SCHOOL MEALS SUPERVISORY ASSISTANT
PERSON SPECIFICATION

Job Related Knowledge

Ability to respond to the needs and sensitivities of children from different backgrounds.

Experience and Training

Experience of supervising children across the primary phase.

Job Related Aptitudes and Skills

- Eligible for positive DBS checks;
- The ability to organise children at lunch time in a fair and reasonable manner;
- The ability to work as part of a team to ensure that the children are supervised appropriately;
- A willingness to contribute to the general ethos of the school and to treat the children firmly but with respect;
- A willingness to organise games with groups of children both indoors and outdoors;
- A willingness to engage and communicate with children;
- A willingness to encourage children to eat healthily.

Physical Requirements

Good general health and fitness to cope with the job and to be able to set up and tidy away lunch tables.

Equal Opportunities

Commitment to and understanding of achieving equality of educational opportunities for all children, irrespective of gender, ability, ethnic origin and disability.