



# Stanburn Primary School

## JOB DESCRIPTION

**Post Title:** KS2 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**

**KS2 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.