



JOB DESCRIPTION

Midday Supervisory Assistant

Salary and Hours

Salary: Grade 1 (£17,364 to £17,711 full-time)
Actual Salary is: £6,497 to £6,626

Hours: 15 hours per week within the hours of 11.30am – 3.00pm Mon, Tue, Thu Fri
And within the hours of 10.30am – 2.15pm on Wednesdays

Term time only

Role Description

Daily Direction from: Senior Midday Supervisor

All Support Staff are managed overall by the School Business Director

General Information:

The Midday Supervisory Assistant will be a member of the team responsible for the supervision of children on the school premises throughout the midday break.

Ensuring that any student (other than Post 16 students) do not leave the premises, even with a parent, without following our normal procedures through the reception staff.

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. Midday supervisory assistants engage with students and support and encourage them to maintain a good standard of behaviour. This role may include the supervision of our Junior School students at morning and dinner break.

The Midday Supervisory Assistant must act as a responsible caring adult with the health, safety, and welfare of the children always in mind.

Duties:

Supervision of dining areas

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Assist as required with the queue system.
- Supervision of all areas both inside and outside where children congregate during lunchtime.
- Dealing with any behaviour issues and incidents and reporting them to the senior team member responsible.

- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- Encouraging students to clear their tables and move outside once they have eaten. Clearing tables if necessary.
- Supervise return of used crockery and cutlery by the children.
- Clean and tidy the dining areas as needed before, during and after service.

Supervision outside dining areas

- Move around amongst the students, engaging with them to encourage good behaviour. Intervening as necessary to support behaviour.
- Try to avoid children hurting themselves or damaging property.
- Site clearance following break and lunchtimes, including litter picking.

General

Undertaking any other duties which may reasonably be regarded as within the nature of 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.

Signed: _____ Staff Member

Date: _____

Signed: _____ School Business Director

Date: _____