



Supervisory Assistant | Broad Heath Primary School

Job Description

Job Title: Supervisory Assistant	Name:
Directorate: Childre, Learning and Young People	Post Number:
Service: Services for Schools	Grade:
Location: Broad Heath Primary School	

Job Purpose

- Responsible, under the direction of the Head of Establishment or nominee or Senior Supervisory Assistant and in close co-operation with Catering Supervisor individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the mid-day break period, in accordance with the laid down procedures and practices of the Authority.

Main Duties and Responsibilities:

1. Supervising pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to guidelines set by the Head Teacher.
2. Ensuring, where appropriate, that pupils have washed their hands prior to lunch and assisting them to do so where necessary.
3. Assisting pupils in the collection of food trays and plates and in the serving of food and meals where necessary.
4. Assisting very young or less able pupils in developing eating skills and modelling how to use utensils.
5. Supervising and assisting pupils to return waste food, plates, and cutlery to the appropriate points.
6. Undertake ancillary duties including the wiping of tables, cleaning of spillages (e.g food, vomit).
7. Act as Carer for sick children until appropriate qualified medical assistance is available and/or parent or guardian collects sick child. Employee must not provide first aid unless qualified to do so. Keeping the Head Teacher or nominee informed and maintaining records of accidents and first aid given. Teachers will also be informed.
8. Organising activities for pupils where necessary in particular indoors when there is inclement weather as well as supporting outdoor activities.
9. Following fire and evacuation procedures and checking pupils are safe.
10. During closure of schools, to assist the kitchen staff with general cleaning duties in the kitchen and dining area, and particularly the cleaning of dining room furniture.
11. Putting away tables and chairs and using a mop or vac as directed.
12. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the child protection policy. All staff have a responsibility to ensure the safeguarding/promoting the welfare of children.

Any other duties and responsibilities within the range of the salary grade as deemed appropriate by the Headteacher or Deputy Head.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Signed

Date