

## **Job Description Schools Meals Supervisory Assistant**

**Responsible to: Headteacher and School Business Manager**

### **Duties & Responsibilities**

- To be responsible for making the experience of lunchtime a positive experience for all.
- To work in a team to ensure the health and safety of children at lunchtimes.
- To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period ensuring that play activities are appropriate to their age.
- To supervise the children at all times during lunchtime including the dining room, playground and during wet lunch times.
- To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
- To follow all the school's policies and procedure and guidance including Healthy and Safety and Behaviour.
- To take responsibility for seeking and sharing information relevant to the smooth running of the school.
- To follow and carry out any associated supervisory duties as directed by the headteacher or line manager during the school's lunchtime.
- To bring pupils to the dining hall and assist with managing queues, encouraging good behaviour and calm atmosphere.
- To encourage and assist pupils to eat their lunch, providing careful attention to certain pupils that may need extra help such as those with any special dietary needs, special needs or disabilities.
- To clean up spillages when food is spilt or dropped and dealing immediately to spillages which are hazardous to pupils/staff.
- To assist catering staff as required including clearing tables, chairs and floors at the end of service.

## Person specification: School Meals Supervisor

### Part Time - term time only

Attributes.	Essential.	Desirable.
Health & Physical.	<ul style="list-style-type: none"> <li>• Able to cope with the demands of the job.</li> <li>• Regular attendance.</li> <li>• Willing to work outdoors in all weathers.</li> <li>• To be physically fit and healthy</li> </ul>	
Experience.	<ul style="list-style-type: none"> <li>• Previous experience of working with Primary aged children.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan playground activities for groups of children</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Basic Literacy &amp; Numeracy skills.</li> <li>• Awareness of the health and safety issues relevant to the school environment</li> <li>• Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate or knowledge of First Aid.</li> <li>• NVQ Level 2</li> </ul>
Inter-personal & Social Qualities	<ul style="list-style-type: none"> <li>• Good communication skills including clear spoken English.</li> <li>• Enjoyment of working with children.</li> <li>• Patience, sympathetic nature.</li> <li>• Ability to stay calm in an emergency.</li> <li>• Ability to work alongside the whole staff team.</li> <li>• Ability to engage in play activities with children in a meaningful and respectful way</li> <li>• Ability to adapt at short notice to prioritise cover as necessary</li> </ul>	

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered.

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, visitors and volunteers to share this commitment. All appointments will be subject to satisfactory references and enhanced DBS checks.

Offer of appointment is also subject to:

Satisfactory medical clearance- all successful candidates are asked to complete a confidential medical questionnaire which is sent to the local authority.

Confirmation of correct National Insurance number- through checks with the relevant agencies.  
Eligibility to work in the UK-as outlined on the application form.

Mr J Wright  
Head Teacher