



Job Description

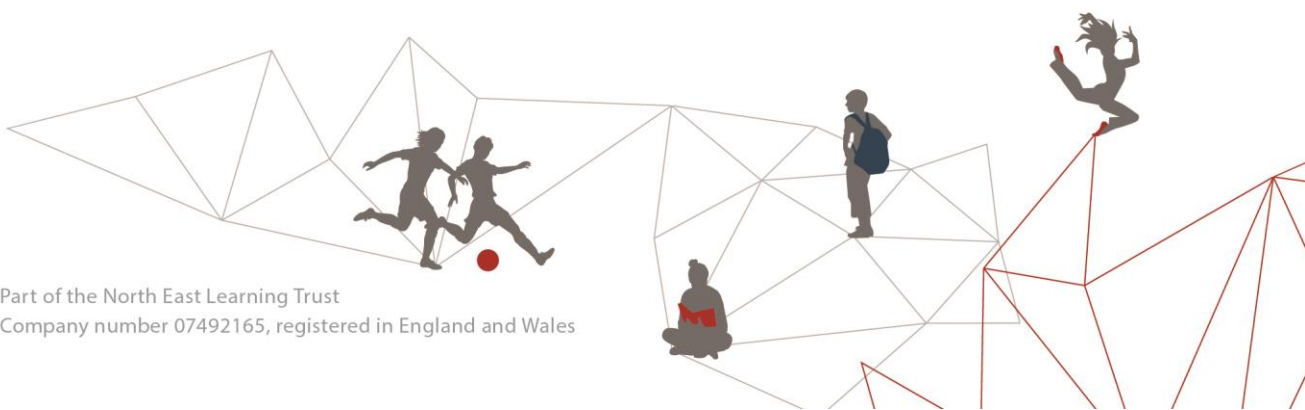
Post:	Supervisory Assistant
Responsible to:	Supervisory Assistant Team Leader
Grade:	Grade 1 Point 9 - 11 £15,375 - £15,807 pro rata
Hours:	6.25 Hours per week (term time only) 12.00 pm – 1.15 pm Monday to Friday

Job Summary

To provide a supervisory service over a lunchtime period. To work as part of a team, assisting the Supervisory Team leader/SMT in securing the safety & welfare of students during lunchtime. This will involve effective supervision of students in and around the site(s) of the school.

Main Duties

- Supervise students at lunchtime whether inside or outside the dining areas/school premises in accordance with the instructions of the Team Leader and Senior Management Team.
- To clean spillages/splashes from tables, window sills, floor and wall surfaces during and immediately after lunchtimes to ensure that the dining areas are left in a tidy condition.
- Encourage students to be seated in the dining areas and for students to clear away trays/food packaging.
- To ensure that food is consumed in the dining areas only.
- To ensure that students queue for lunch in an orderly and safe manner.
- To supervise students in any other additional areas during lunchtimes as directed by the Team Leader/Senior Management Team.



- To liaise with kitchen staff to ensure smooth meal service.
- To provide positive and firm control by implementing the School's behaviour policy. To be an effective role model for the standards and behaviour expected of students. Report any incidents to a member of staff on duty.
- To follow the health and safety policy of the school and kitchen, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters.
- Respect confidential issues linked to home/students/staff/school work and to keep confidences as appropriate.
- Participate in any school based training, where appropriate.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post is subject to enhanced disclosure, the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.