###### **PERRY WOOD PRIMARY AND NURSERY SCHOOL**

###### **JOB DESCRIPTION**

**Job Title:** Children’s Supervisor

**Grade:** SCP scale point 1 to 2,

3 hours 45 minutes a week (45 minutes a day)

38weeks/190 days a year (Term Time Only)

Fixed term 8/4/2021

**Reporting To:** SLT

**Responsible For:** Pupils under their care

**Main Purposes of Role:**

The successful candidates will ensure the safety and welfare of children during lunchtimes. You will be responsible for the care and well-being of pupils and encourage good personal and social skills during the lunchtime period.

You will need to be reliable and have an interest in working with children and be an excellent role model for our pupils by demonstrating qualities of compassion, trustworthiness and politeness.

**Key Accountabilities:**

To supervise children on school premises and grounds.

To supervise children who use catering facilities at the school.

To use initiative in monitoring events occurring on the school premises and grounds.

To report any relevant matters or dangers to the School Operations Manager/SLT/Teacher.

To ensure a safe environment and report any damages to Operations Manager/SLT.

To report any minor injuries to children to the designated person (i.e. cuts, bruises) and complete the necessary forms.

To courage children consume their food and promote meal time social skills.

To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables).

To adhere to the schools safeguarding policy.

To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.

**General Duties:**

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

To undertake health and safety duties commensurate with the post and/or as detailed in the School’s Health and Safety Policy.

**Notes:**

This post is subject to a cleared DBS and two satisfactory references.

The School reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s Equal Opportunities Policy.

The successful candidates will be offered a position; subject to two satisfactory references, a satisfactory probationary period and enhanced DBS clearance. Our School is committed to safeguarding and promoting the welfare of children and young people.