



The Minster School

Job Description

Midday Supervisory Assistant

Salary and Hours

Salary: NJC Salary Scale – Grade 1 – Scale Point 2

Actual salary will be pro-rated based on the number of hours and weeks worked plus holiday entitlement.

Term Time Only

Daily Direction from: Site Manager & Duty Staff

All Support Staff are managed overall by the School Business Manager

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 morning and midday breaks.

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 and breaks, 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.
- Support the serving of refreshments to staff members at break times

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 including litter picking.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional Responsibilities

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

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



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- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Head Teacher

Date: _____



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