



ROXETH PRIMARY SCHOOL

School Meals Supervisory Assistant

JOB DESCRIPTION

Job Title:	School Meals Supervisory Assistant	Job Category:	Support Staff
Responsible to:	Senior Midday Supervisor Head Teacher Deputy Head Teacher	Supervisory Responsibility for staff:	No
Location:	Roxeth Primary School	Position Type:	Permanent, Part Time, Term Time Only
Grade	G1, Point 4	Hours per Week:	10
Enhanced DBS and Barring List check to be undertaken	Yes	Work Pattern (this could be subject to change):	11.30am to 1.30pm
HR Contact:	Kelly Coulson		
Will Train Applicant(s):	Yes		
Applications Accepted By:			
EMAIL: kcoulson.310@lgflmail.org		POST: Mr S Deanus Roxeth Primary School	
Job Description			
<p><u>MAIN PURPOSE OF JOB</u></p> <ol style="list-style-type: none"> 1. Under the direction of the Senior Midday Supervisor or the Head Teacher / Deputy Head Teacher, for maintaining the safety, welfare and good conduct of pupils during their midday break. 2. Supervision and control of pupils both inside and outside the school buildings. <p><u>PRINCIPAL DUTIES/RESPONSIBILITIES</u></p> <ol style="list-style-type: none"> 1. To read, understand and adhere to the schools and Council's rules and policies relating to equal opportunities, health and safety, safeguarding and dealing with pupils, staff and parents. 2. Supervision of children in classrooms or dining hall during mealtimes – ensuring the area is cleared away after the meal, including moving furniture where required, maintaining good behaviour and control. 3. Supervision of general conduct at all times – to include quiet and orderly movement around the school (especially on the stairs). 4. Supervision of the pupils in the playground, ensuring good standards of behaviour at all times. 5. Exercising vigilance in respect of health and safety – ensuring that no spillages or litter are left in the eating area after mealtimes and reporting any unsafe practices to the Senior Midday Supervisor. 6. On wet days, supervising the pupils in various games and activities in the classrooms. 			



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7. If a pupil is injured or ill, responsibility for assessing the problem and calling for the assistance of the Senior Midday Supervisor or for delivering the pupil to the Welfare Room for first aid.
8. Learning and teaching age appropriate games and activities and encouraging pupils to engage in learnt games and activities.
9. To participate in relevant meetings and attend all and undertake all relevant training sessions organised for midday supervisors.

Roxeth Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all children and expects its employees to share this commitment