

JOB DESCRIPTION

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| JOB TITLE: | Midday Supervisory Assistant |
| RESPONSIBLE TO: | Midday Supervisor Lead, Deputy Headteacher |
| JOB PURPOSE: | To be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break. |

Duties and Responsibilities

Midday Supervisor

- To maintain order and the safe transfer of pupil to and from the dining area
- To positively encourage good behaviour, table manners and hygiene
- To assist younger pupils where necessary whilst they are taking a meal
- To actively supervise the dining room procedures:
 - Carrying of meal to the table
 - Training children in the correct use of cutlery
 - Clearing and stacking table equipment and serving dishes
 - wiping and re-setting tables if necessary
 - Cleaning up food and water spillages on tables and floors
- To report to the school manager in the case of absence due to illness
- To administer first-aid, record accidents and report serious accidents as per the schools policies
- Be responsible for organising play activities in the playground or indoors in the case of wet weather, engaging with and encouraging play
- To liaise with staff as appropriate in dealing with problems arising from pupil behaviour and other matters of concern

General

- To work to Council guidelines at all times particularly in relation to health and safety policy.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information
- To attend all essential health and safety training courses as determined by the management of the school and/or the Council.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and service provided are in accordance with the School's Equality Policy
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
- To undertake any other duties of a similar level and responsibility as may be required

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Job descriptions at Maple Tree Primary School are reviewed in September each year.

Signed **Date**