

Midday Assistant Job Description

JOB PURPOSE: The duties of a Supervisory Assistant are to act as a member of the team to supervise pupils during the lunch break and to sustain the welfare and safety of the pupils during that break period as directed by the Headteacher / Senior Supervisory Assistant. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.

DUTIES:

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.
3. To organise and supervise the washing of hands and hygiene of KS1 and KS2 pupils.
4. To organise and supervise the children during the entry and exit to the dining room.
5. To assist with the cutting of meat and other food items for KS1 pupils.
6. General supervision of children during the service of the meals.
7. To maintain adequate standards of table manners and eating habits.
8. To provide adequate training in the use of cutlery.
9. Encourage pupils to select and eat healthy balanced meals.
10. The organisation and management of large numbers of pupils.
11. Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by the Headteacher / Senior Supervisory Assistant
12. Clean up spillages of food or liquid during meal service.
13. Wipe down tables and clean dining areas between meals and at the end of service.
14. Assist in the setting out and storing of equipment.
15. To supervise classes of children inside school during wet lunchtimes.
16. To maintain discipline during the lunch break and to promote adherence to the School's Behaviour and Anti Bullying Policies.
17. To ensure that Local Authority Policies on Equality are adhered to.
18. To promote adherence to the School's Codes of Conduct.
19. To report any matters involving Child Protection immediately to the Headteacher.
20. To undergo training as required.
21. To perform other duties considered reasonable that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties. Elements of this job description and changes to it may be amended in light of organisational and service requirements.