

KINGS OAK PRIMARY SCHOOL JOB DESCRIPTION



JOB TITLE: Midday Supervisory Assistant

RESPONSIBLE TO: School Business Manager

Purpose and objectives of post.

To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils. To be a positive and committed member of the team of staff at King's Oak Primary School, playing a full role in the education, personal and social development of the children of the school. You will be expected to work across the 3 – 11 age range according to the needs of the school at any one time.

Specific responsibilities of the post:

1. To supervise, care, integrate and play with the children during lunchtime.
2. To supervise children immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring in their own food.
3. To supervise the entry into the dining room, including any walk or journey to the dining room which might be required. This also includes the putting up / taking down of table and chairs.
4. Assisting children where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assisting children where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. To work cooperatively with other team members/school staff under the direction of the Play Leader and show a flexible and enthusiastic approach to your position.
7. To model appropriate language, speech and manners, upholding the school's behaviour expectations.
8. To contribute and organise the planning of the Lunchtime experience and its implementation, including being involved in team meetings.
9. To ensure safe supervision for all children at all times, working within health and safety guidelines including fire safety procedures.
10. To share in the whole school responsibility for promoting and safeguarding the welfare of pupils at the school especially at lunchtime.
11. To assist the school in establishing an exciting, purposeful and safe lunchtime environment, which enables children to feel secure and happy.
12. To assist with the general welfare and safety of all pupils at all times, including the administration of basic first aid (under the guidance of the school 'First Aiders') and making sure all first aid documentation is up to date.

13. To care for children who are unwell, including changing their clothes if appropriate.
14. To attend all essential health and safety training courses including manual handling as determined by the management of the school and/or the Borough Council.
15. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
16. To undertake any other duties of a similar level and responsibility as may be required.

Standards

1. To fully support the aims and ethos of the school.
2. To set a good example in terms of dress, punctuality and attendance.
3. To be committed to your continuing professional development by attending relevant INSET and staff meetings.
4. To be prepared to attend occasional meetings for professional development and team liaison.
5. King's Oak Primary School has a No-Smoking Policy, which applies to both the buildings and all the grounds.

Job descriptions may be revised at the end of the academic year or earlier if necessary. In addition, they may be amended after consultation with the successful candidate.

Signed.....

Print Name.....

Date.....