

<b>BATH AND NORTH EAST SOMERSET COUNCIL</b>	
<b>JOB DESCRIPTION</b>	
<b>SERVICE: Children Services    SCHOOL: ST MARY's C. of E. PRIMARY, TIMSBURY</b>	
<b>POST TITLE: School Meals Supervisory Assistant</b>	<b>POST NO:</b> <b>GRADE:            LW1</b>
<b>RESPONSIBLE TO: Headteacher</b>	
<b>DATE: January 2018</b>	

## **1. Purpose of Job**

Under the direction of the Headteacher, the primary purpose of this post is to supervise and ensure the safety, general welfare and behaviour of pupils during the midday break.

As one of a team to contribute to the general management development and review of the Team and Unit both in terms of services provided and staff in accordance with the Council's/School's Vision and Values, policy and other objectives. In doing this to ensure maximum effectiveness and efficiency.

## **2. Principal Accountabilities**

### **a) Departmental**

1. With the Headteacher participate in the formulation of detailed Team objectives and policies.
2. With the Headteacher ensure the effective and efficient implementation of Council/School policies and the achievement of the Council's/School's objectives, including financial ones.
3. To contribute to co-operative working across services in accordance with the Council's/School's Vision and Values. To contribute to cross-service initiatives as required.
4. To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.
5. To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the team.
6. To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.

### **b) Functional**

1. To be responsible for the supervision of pupils immediately before, during and after midday meal. This includes pupils who have a school meal as well as pupils who bring their own food.
2. To be responsible for promoting good pupil behaviour, dealing promptly in de-escalating conflict and managing incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
3. To be responsible for promoting and encouraging socialising and active play opportunities as appropriate.
4. To be responsible for the supervision of hand washing in Infant, Junior and Primary Schools as required.
5. To be responsible for the supervision of pupils entry into the dining room including any journey or walk to the dining room which might be required.
6. To be responsible for passing relevant information (i.e. pupil behaviour, incidents/accidents) to the class teacher at the beginning and end of the lunch time period according to the school procedures.
7. To be responsible for guiding pupils in the proper use of cutlery and good eating manners.
8. Contribute to the promotion of the school's healthy school status and policy with particular regard to healthy eating.
9. To assist pupils where necessary to carry trays etc to the table, and to return empty dishes etc to the service counter.
10. To encourage independence but assist pupils where necessary to cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc if required.
11. To assist as required in clearing tables, wiping them down and resetting according to meals.
12. To assist in the setting up and removing of furniture in parts of the school other than the dining room where necessary.
13. To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness.
14. To supervise pupils in the playground, or other areas of the school as required by the Headteacher.

### **3. Qualifications Knowledge & Experience**

#### **Essential**

A basic level of literacy and numeracy.

Ability to communicate clearly and work as part of team.

### **Desirable**

Experience of supervising pupils in a school environment.

Knowledge of basic Health and Safety and first aid

A knowledge and understanding of the welfare and social needs of pupils during the mid-day break.

### **4. Dimensions**

Number of staff managed : None

Departmental budget : None

Section budget : None

Adult to pupil ratio :

### **5. Physical Effort**

During periods of supervision the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. putting out and packing away tables and play equipment, clearing tables, sweeping the floor, clearing up spillages.

### **6. Working Environment**

During periods of supervision outside in the playground, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

### **7. General**

1. The postholder will be expected to undertake any initial training provided by the Service/School and undertake any appropriate training provided by the Authority and/or School to carry out any of the above duties.
2. This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.
3. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement
4. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
5. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

***SMSA Person Specification: Essential Knowledge, Skills and Abilities***

Ability to work as part of a team and form good relationships with experienced colleagues.

To be able to form excellent relationships with all children and to promote safe, positive play.

Ability to maintain confidentiality over matters relating to the school, pupils, staff or parents.

To be able to take charge of maintaining acceptable behavioural standards and for reporting accidents and incidents in accordance with school policies.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

A professional and cheerful approach towards the challenges presented by this important part of the school day.