

Midday Supervisory Assistant

Responsible to: School Business Manager and Headteacher

5.5 hours per week, for 38 weeks per year, term time only plus mandatory training such as Safeguarding and First Aid.

Salary: Support Salary Grade A, Point 1 pro rata (£9.25 / hour)

1. Supervision of children in all areas of the school, including, dining room, play areas and classrooms - as directed by either School Business Manager, Headteacher or Deputy Headteacher, in order to ensure the safety, well-being and good behaviour of the children at all times.
2. Supervision of the children during the meal to ensure a good atmosphere is maintained. Ensuring good eating habits and helping children where necessary.
3. The maintenance of good order at all times to ensure school standards are adhered with.
4. Ensure excellent hygiene and encourage regular hand washing, including before and after eating
5. General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times and cleaning all surfaces after lunch
6. Supervision of children to and from the dining room to ensure good order is maintained at all times, (at present, all children are eating in their classrooms due to Covid).
7. Set up and clear away tables in the dining room (when using the main hall).
8. To provide, if needed, emergency care and administer first aid.

Person Specification

The below outline the skills and knowledge necessary to carry out the role to the highest standard, those in the left hand column we would need candidates to demonstrate their ability to meet prior to appointment. All candidates must be able to demonstrate an ability and willingness to meet the desirable pre appointment criteria following a period of induction.

Essential	Desirable
Empathy with children	Experience of working in a school or similar environment
Able to exert authority and give directions/instructions in a confident manner	Knowledge of school standards and procedures
Able to communicate with children and adults	Knowledge of health and safety requirements in a school environment, basic health and safety training, plus an awareness of how to obtain information on children's allergies or asthma etc, and how to use epipens etc
Flexibility	
Approachability	
Willingness to administer first aid	First aid qualification (training will be provided where necessary)

NB. During the Covid pandemic the hours required are slightly longer than usual, to ensure adequate time to supervise all classes throughout their lunchtimes. These slightly longer periods are claimed as overtime each month, until no longer required.