

Whitley Abbey Primary School



JOB DESCRIPTION

Lunchtime Supervisory Assistant

Whitley Abbey Primary School

| | | | |
|---------------------|---------------------------------|---------------------|---------|
| Job Title: | Lunchtime Supervisory Assistant | Job Number: | |
| Directorate: | | Post Number: | |
| Service: | | Grade: | Grade 2 |
| Location: | Whitley Abbey Primary School | | |

At Whitley Abbey we aim for...

- Everyone to be valued, safe and happy.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone
- To strive to open children's minds to life's possibilities and promote citizenship amongst our children
- To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners
- To nurture the mental and physical wellbeing of everyone through our character values of kindness, honesty, friendship, courage, resilience and gratitude
- To foster positive relationships, to engender an ethos of tolerance, respect, and an understanding that we live in a diverse community

Hand in hand we learn.

DUTIES AND RESPONSIBILITIES- SUPERVISORY ASSISTANT

- a) Supervise pupils in the dining hall, playground areas and school premises ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Head teacher
- b) Ensure, where appropriate, that pupils have washed their hands prior to lunch and assist them to do so where necessary
- c) Arrange an orderly start to lunch
- d) Assist pupils in the collection of food trays and plates and in the serving of meals and food where necessary
- e) Assist very young or less able pupils in developing eating skills
- f) Supervise and assist pupils to return waste food, plates and cutlery to the appropriate points
- g) Undertake ancillary duties including the wiping of tables, cleaning of spillages (e.g. food, vomit)
- h) Ensure that children requiring First Aid are directed to a qualified First Aider. Employees must not provide First Aid unless qualified to do so. Keep the Head teacher informed and maintain records of accidents and First Aid given
- i) Organise/supervise play activities for pupils both outdoors and indoors when there is bad weather

- j) Follow fire and evacuation procedures and check pupils are safe
- k) During closure of schools, assist the kitchen staff with general cleaning duties in the kitchen and dining area and in particular the cleaning of dining furniture.

AND such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

All employees

The post holder must comply with Coventry City Council's and School's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

All duties and responsibilities must be carried out with due regard to the City Council's and School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's and School's Equal Opportunities Policy.

Responsible to: Senior Supervisory Assistant/Head Teacher

Date Reviewed: September 2023