# JOB DESCRIPTION

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| **SCHOOL: Generic** | | |
| **GRADE: G2** | | **JEM Reference No: 01-102**<br>**Enhanced DBS Required? Yes** |
| **JOB TITLE: Midday Supervisory Assistant** | | |
| **REPORTS TO: Headteacher/Midday Controller (or other designated person)** | | |
| **1.** | **PURPOSE OF JOB:**<br>To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the midday break. | |
| **2.** | **MAIN RESPONSIBILITIES, TASKS & DUTIES** | |
| | i | Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary. |
| | ii | Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate. |
| | iii | Distribute meals and serve water where required. |
| | iv | Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required. |
| **3.** | **MANAGEMENT OF PEOPLE**<br><br>**SUPERVISION OF PEOPLE** | |
| **4.** | **CREATIVITY AND INNOVATION**<br><br>Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager. | |
| **5.** | **CONTACTS AND RELATIONSHIPS**<br><br>The post holder will have contact with Headteacher, school employees and pupils there may be occasional contact with visitors to the school. | |
| **6.** | **DECISIONS** | |
| | **a) Discretion**<br><br>Working within clearly defined procedures, generally discretion is made within a range of set alternatives | |

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| | b) **Consequences**<br><br>Child centred and impacts on activities during lunchtime period |
| **7.** | **RESOURCES**<br><br>Little or no responsibility for physical resources e.g. children's personal possessions |
| **8.** | **WORK ENVIRONMENT** |
| | a) **Work Demands**<br><br>Interruptions are intrinsic to the role but cause no major change to the overall task |
| | b) **Physical Demands**<br><br>Possibly moving handling furniture, assisting children to get lunch, cutlery, plates etc. |
| | c) **Working Conditions**<br><br>Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds. |
| | d) **Work Context**<br><br>The postholder may have limited exposure to abuse\aggression from pupils, parents and carers. |
| **9.** | **KNOWLEDGE AND SKILLS**<br><br>No formal qualifications required. Demonstrable experience of appropriate interaction with children. |
| **10** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council. | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. | |
| **Equal Opportunities -** The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies. | |
| **Health and Safety -** The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures. | |

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| **Safeguarding -**. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. | | | |
| | Name: | Signature: | Date: |
| Job Description written by: [Manager] | ..... | ..... | ..... |
| Job Description agreed by: [Postholder] | ..... | ..... | ..... |
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