

**Barley and Barkway C of E VA
First Schools Federation**



09.05.18

JOB DESCRIPTION

Job Title: MIDDAY SUPERVISORY ASSISTANT / PLAY LEADER

Grade: H1 scale (approx. £8.50 ph) 7.5 hours per week

1. Purpose of Your Job

To prepare the dining room for children having school and packed lunches and clear away afterwards. To supervise the children during lunch and afterwards in the playground.

2. Main Areas of Responsibility

- Help setting up the tables for lunch
- Supervise the children when they are in the dining room eating lunch
- Clear up the dining room after lunch break including clearing any food and wrapping left on the tables, wiping the tables and sweeping the floor
- Putting away tables and chairs
- Supervise children in the playground during lunchtime play

3. Supervision

- Supervised on a daily basis by the Headteacher or Assistant Headteacher

4. Job Context

- Working with supervisory assistants and catering staff to ensure that the school lunch break starts and finishes on time. Ensuring that the children have either a cooked or packed lunch and supervising the pupils over the lunch period.

5. Contacts

- Supervisory Assistants and other teaching and support staff

- Catering staff
- Children
- Parents

6. Knowledge, Experience and Training

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures
- Enthusiasm and commitment to whole school ethos
- Willingness to attend appropriate training

7. Problems and Decisions

- In the event of inappropriate behaviour from children in the dining hall this should be reported to the other supervisory assistant, Headteacher or Senior Teacher-in-Charge
- Occasionally a child may feel unwell during lunch and need help and this is also reported to the other supervisory assistant, Headteacher or Senior Teacher-in-Charge
- If a child has a fall / accident during lunchtime play this should also be reported to the other supervisory assistant, Headteacher or Senior Teacher-in-Charge as well as being recorded in the Accident Book

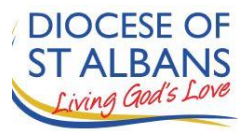
8. Physical Effort

- Moving and carrying dining tables and chairs at the beginning and end of the lunchtime session.

9. Working Environment

- Work is carried out both indoors and outdoors.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.



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