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## Job Description for School Meals Supervisory Assistant

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**Responsible to:** Head Teacher and Operations Officer

**Based at:** Thorpe Hesley Primary School

**Paid on:** Band B, Point 3

### OVERALL PURPOSE OF THE POST

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The supervision of children of all ages at lunchtime including whilst in the dining room and in the playground.

### MAIN DUTIES

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- Promoting maintaining good behaviour and discipline by example (in line with the Behaviour Policy)
- Carry out supervision of pupils in the dining hall and outside
- Assist with carrying food trays when necessary
- Help with packed lunches
- Assist children who may have additional needs and/or restricted mobility
- Supervise the use of cutlery and promote good table manners
- Carry out a range of ancillary duties e.g. clean up spillages, ensure tables are cleaned etc.
- Work with pupil 'Dining Room' monitors to promote good behaviour, manners and exemplary Dining Room practice.
- Administering of first aid and report accidents to staff as required according to school policy
- Report incidents of unacceptable behaviour to senior staff and liaise with class teachers
- Remain calm and approachable at all times

### Wider Responsibilities

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- Be aware of and comply with the schools **Child Protection and Safeguarding Policy**, **health and Safety Policy**, **Equality Information and Objectives Policy**, **Data Protection Policy** and any other relevant policy and procedure. Directing any questions about policy and procedure to the school Business Manager
- A degree of flexibility is required in order to cover shifts of other lunchtime staff in the event of absence or sickness
- Develop effective professional relationships with colleagues
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the schools **Equal Opportunities Policy** and practice.
- Maintain confidentiality of the schools **Confidentiality Policy** at all times.
- Contribute to and support the overall vision and ethos of the school
- Attend and participate in relevant meetings as required
- Participate and engage in training and appraisal as required
- Undertake additional duties as reasonably requested by senior staff
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Be committed to safeguarding and promoting the welfare of children and young people
- Perform other duties as assigned by your line manager.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

**Please note this job has a Probationary Period of 3 Months and a Notice Period of 1 Month.**

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

## Person Specification for School Meals Supervisory Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience working in a similar role</li> <li>• Evidence of working with children</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training relevant to the post</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work effectively individually and as part of a team</li> <li>• A common-sense approach to work</li> <li>• Good organisational skills</li> <li>• Ability to cope with the physical requirements of the job</li> <li>• Taking pride in working as part of a larger team to achieve something to the best of your ability</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Ability to cope with unexpected or difficult situations</li> <li>• Flexible approach to work</li> <li>• Enthusiasm and commitment to the post</li> <li>• Commitment to equal opportunities</li> <li>• Commitment to continuous improvement and willingness to learn from experience and practice</li> <li>• Customer service/care approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in working in an educational environment</li> </ul>