**FEDERATION OF MOWDEN SCHOOLS (ACADEMY TRUST)**

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| **POST TITLE :** | **Lunchtime Supervisory Assistant**  **(All settings including SEN)** |
| **GRADE :** | **Band 1, SCP 3** |
| **REPORTING RELATIONSHIP** | **Reporting to the Deputy Head teacher** |
| **JOB PURPOSE :** | **Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out in line with the school policy** |
| **POST NO.** |  |

**MAIN DUTIES/RESPONSIBILITIES**

**As a Supervisory Assistant you may undertake any or all of the following duties and responsibilities.**

1. Supervision of pupils on site in line with individual school policy and procedures
2. Assist with the setting up of school dining room as required, including setting out meal trays, cutlery, tables and chairs and other servery equipment
3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
4. Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves
5. Deal with all injuries ensuring that pupils receive appropriate care and attention when sick or injured. Undertake first aid training as necessary
6. Support pupils’ personal needs including social, health, physical, hygiene and welfare matters in addition to first aid
7. Interact with children socially, building good interpersonal relationships, initiating and playing learning games.
8. Encourage good behaviour and conduct of all pupils
9. The post holder must carry out his/her duties with full regard to the Federation’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
11. Any other duties of a similar nature related to the post, which may be required from time to time
12. Undertake any training as required to complete the above duties

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL FEDERATION POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE FEDERATION.*

**FEDERATION OF MOWDEN SCHOOLS (ACADEMY TRUST)**

**SUPERVISORY ASSISTANT**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria**  **No.** | **ATTRIBUTE** | **Stage Identified** |
| **Experience & Knowledge** | E1 |  |  | D2 | Previous Supervisory Assistant experience | AF, R, I |
|  |  |  |  | D3 | Knowledge of Health and Safety practices at work relating to spillages, trips and falls | AF, R, I |
| **Skills** | E2 | Good verbal communication skills | I, R |  |  |  |
|  |  |  |  |  |  |  |
|  | E3 | Experience of working with a range of people – Good customer care skills | I, R, AF |  |  |  |
|  | E4 | Approachable |  |  |  |  |
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| **Key – Stage identified** |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |