

St. Andrew's Church of England Primary School

JOB DESCRIPTION

Title: School Meals Supervisory Assistant

Line Manager: Assistant Head Teacher

Reports to: Head Teacher

MAIN DUTIES

During lunch in the dining hall

- Send children to queue up for their lunch in an orderly, organised way.
- Supervise the general conduct in the hall. To ensure that all children are seated and have their lunch.
- Reinforce acceptable table manners.
- Assist the child with the opening of packets, removal of flask tops etc. To encourage the children to eat what they have brought. Persistent poor eaters should be reported
- Clean up spillages, wipe and put away tables and assist in getting the hall ready for afternoon use.

At all times

- Be vigilant in the areas of health and safety, eg ensuring that all spillages, wet floors etc are dealt with promptly.
- To encourage the children to be kind and caring, respectful and tolerant of each other. If constant misbehaviour does occur, this must be drawn to the attention of the class teacher. Excessive or continued misbehaviour must be reported to the Head Teacher or assistant Head Teacher. The Behaviour policy must be followed.
- Be aware of our policy of equal treatment for all. This means discouraging the use of racist or sexist remarks or derogatory remarks and ensuring that all children are treated equally.
- Maintain the confidentiality of the life of the school, ensuring that any problems/difficulties are reported and not dealt with independently or out of school
- To implement School Safety policies and Codes of Practice and at all times have regard for the Health and Safety of yourself and others.
- Any other related duties as may be required on occasion.
- To be aware of school policy and to take advantage of any in-service training offered and to take part in staff meetings and Training Days whenever relevant.