

St. Andrew's Church of England Primary School

JOB DESCRIPTION

Title: School Meals Supervisory Assistant

Line Manager: Deputy Head Teacher

Reports to: Head Teacher

MAIN DUTIES

Before and after lunch in the hall

- Be responsible for the putting out and putting away of the school dining tables.
- Supervise the children in the classrooms, corridors and playgrounds. Collect from the classrooms and escort to the hall if necessary. This includes indoor supervision in bad weather.
- As a team organise the rota so that all playground areas are adequately covered by a supervisor whilst some children remain in the hall.
- Treat minor incidents and give basic aid to those children who are unwell or injured. All 'treatments' must be written in the first aid book. Any bumps on head or concerns of any nature must be reported to the Welfare assistant at the end of the lunchtime.
- If, after assessment, the situation needs further attention, the appropriate first aider should be called or the child delivered to the Welfare office by an adult.
- Circulate in the playground to monitor that the children are happy, secure and behaving in an acceptable manner.
- Assist the children with their clothing and monitor that they are appropriately dressed for the weather. See Head Teacher/Deputy Head Teacher for clarification if necessary.

During lunch in the dining hall

- 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 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 Deputy 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.