



## **JOB DESCRIPTION**

**Job Title:** Supervisory Assistant

**School:** Brodetsky Primary School

**Pay Range:** A1

**Responsible to:** Immediate Line manager

**Responsible for:**

**Role:**

To provide care and supervision for pupils during lunch times

**Main Duties:**

1. Supporting pupils while they eat meals/pack lunches, cutting up food and making sure tables are clean and that water is available
2. Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned.
3. Ensure standards for healthy eating and table manners are maintained.
4. Report accidents to the manager and complete an accident form if necessary.
5. To treat all information relating to families as confidential.
6. Ensure that school behaviour management policies are implemented.
7. Respond to duty delegation as required by the manager
8. Support other work colleagues as and when necessary.
9. Report inappropriate pupil behaviour and serious incidents to the manager
10. To ensure promotion and support of Equal Opportunities and Health and Safety
11. To undertake any other duties that are commensurate with the post.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.



## PERSON SPECIFICATION

**Job Title:** Supervisory Assistant

**School:** Brodetsky Primary School

**Pay Range:** A1

Skills	Ess	Des	MOA
Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team	*		A & I
Ability to maintain a safe, calm and happy approach	*		A & I
Basic Numeracy skills	*		A & I

Knowledge / Qualifications	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Basic childcare and health and safety knowledge	*		A & I
Appropriate knowledge of first aid		*	A
Participate in development and training opportunities	*		A & I

Experience	Ess	Des	MOA
Experience of dealing with queries from wide range of people	*		A & I
Experience of working as part of a team		*	A & I
Experience of organising duties to meet appropriate service standards eg. In terms of timeliness, accuracy and customer care		*	A & I

Behavioural and Other Related Characteristics	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT	A = Application Form T = Test I = Interview C = Certificate
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