

JOB DESCRIPTION

Job Title	Lunchtime Supervisory Assistant
Band/Job Group	Band B – ECS11
Hours/Weeks	6.25 hours per week, Term time only
Special Conditions	
School	Ocker Hill Academy
Responsible to	Senior Leadership Team

Job Summary

- Working under the direction of the Senior Leadership Team to supervise children during the academy lunch time.

Additional duties and responsibilities

- Supervision of handwashing before and after meals.
- Escorting children to and from the dining room.
- Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
- Supervision of return of table equipment to 'Returns' counter.
- Cleaning up any spillages etc in the dining room classroom and toilets.
- Supervision of children before and after the meal and playground duty.
- Organising games and activities in line with the academy's policy for enrichment activities.
- Controlling behaviour of pupils in the playground and indoors.
- Co-operating with other staff working with pupils participating in lunchtime activities.
- Undertaking minor first aid duties.
- Undertaking any appropriate supervisory assistant training.

This post is subject to medical clearance and an enhanced DBS check. All references will be checked for authenticity.

The academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.



PERSONNEL SPECIFICATION

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Physical	<p>Job and Medical History from application form and reference. Performance on interview process.</p> <p>Must be physically fit to undertake the duties. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Experience	Experience of work in a childcare context with primary aged children is preferable but not crucial.
Training	Online training relative to the post.
Disposition	<p>Good communication skills</p> <p>Reasonable level of Literacy skill</p>
Legal Requirements	<p>All employees must adhere to regulations governing the Catering Service in Academies with particular reference to those relating to Food Hygiene and Health and Safety at Work.</p> <p>Enhanced DBS Check for Regulated Activity</p>