

Job Description

ROLL:	Lunchtime Supervisory Assistant
RESPONSIBLE TO:	Headteacher
SCALE:	Level 2, £9.18 per hour, term time only
HOURS PER WEEK:	12 noon to 1pm Monday to Friday - 5 hours per week, part time, permanent

PURPOSE OF THE POST

To be responsible for the care of the children during the school lunch break.

DUTIES:

1. Working as part of a team, supervision of children on the school playground before and after their meal
2. Organising games and activities.
3. Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
4. Patrolling the playground and “out of bounds” areas regularly.
5. Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned when they are able to sit outside to eat
6. During ‘indoor play, supervising children in classrooms, organising games and activities as appropriate.
7. Supervising the children lining up to go back into school
8. Ensure that the dining room is clean and tidy
9. Following the School’s Behaviour Policy.
10. Any other duties as delegated by the Head Teacher commensurate to the post.

Responsibility for ensuring that the dining room equipment is hygienically maintained

Achieving the best, together

The Lea, Trentham, Stoke-on-Trent, Staffordshire, ST4 8BX

T: 01782 658977 e: office@ashgreenprimary.co.uk



Job Specification – Lunchtime Supervisory Assistant

Key: AF – Application Form
I – Interview
LO – Lesson Observation(s)
R – References
Qual - Qualification

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE	EVIDENCE BASE
Experience of children ages 3-11 (not necessarily in a working environment)	✓		AF/I/R
Experience of working in a Primary School		✓	AF/I/R
Qualified First Aider		✓	AF/I/Qual
Initiative and Confidence	✓		AF/I/R
Team Player	✓		AF/I
Ability to form good relationships with children	✓		AF/I
Ability to form good relationships with staff	✓		AF/I
Demonstrates a 'can do' attitude	✓		AF/I
Good Organisation skills	✓		AF/I/R
Ability to organise games and craft activities for children	✓		AF/I

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