BLACKWOOD SCHOOL

**POST:** MIDDAY SUPERVISORY ASSISTANT  
(Part time - daily hours vary depending upon which role of the 16 in the team that you perform.)

**GRADE:** Spinal Column Point 6-9  
Salary (£14514 - £14975 per annum pro-rata)  
£8.25 living wage

**REPORTING TO:** The Senior Midday Supervisor (Mrs Jan Arrowsmith) and The Headteacher (Ms Tracey Coles)

**MAIN PURPOSE OF THE POST:**
- To assist the Headteacher and Principal Supervisor with the supervising children before, during and after the midday meal.
- Controlling behaviour, promoting good table manners and assisting in whatever practical way that may help the progress of the lunch service.
- Any other reasonable duties as requested by the Headteacher.

**MAIN TASKS:**
There are many and various tasks which the Midday Supervisory Assistant may be called upon to perform. These tasks require flexibility and initiative from those engaged in this post. However you can expect the following duties to be included:

**Supervision of Pupils**
- Supervision of pupils moving between parts of the building and school site.
- Ensure that children wash their hands prior to entering the hall or classroom to eat their meal.
- Escorting children to and from the dining hall, supervision in the dining hall and in the school or on the playground.
- Ensure that no pupils have remained after the break in areas that the Headteacher requires to be cleared.
- Controlling behaviour by promoting good table manners and assisting in whatever practical way that might help the progress of the lunch service.
- Report any persistent unruly behaviour to the Senior Midday Supervisor and Headteacher.
- Undertake any other reasonable duties as requested by the Headteacher or the Principal Midday Supervisor.

**Support of Pupils**
- Summon help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
- Report any accidents to the Principal Midday Supervisor.
- Assist the children with their table manners and use of cutlery, and assisting with the cutting of meat etc for smaller children.
- Report to the class teacher when a child has not eaten a good proportion of their school lunch or packed lunch, despite being encouraged to do so. For packed lunches, ensure children put back into their boxes any uneaten food. Discourage children from throwing food away so parents can see what has been consumed.
• Organise games and activities using play equipment provided for outside play or organise suitable activities for the class or year group that you are assigned to if it is a wet playtime.

• Manage the distribution and collection of lunchtime play equipment, reporting any loss or damage to The Play Leader Senior Midday Supervisor (Tracy Wark).

• Report any incidents of injury or inappropriate behaviour to the child/children's class teacher.

**Resources**

• Responsibility for ensuring that the dining room equipment utilised is hygienically maintained e.g. setting out tables, wiping down table tops after children have eaten, collapsing and putting away the tables, sweeping and spot mopping the floor once all children have vacated the dining hall.

**Support to School** (this list is not exhaustive)

• If required to do so, assist with the setting up of the hall, laying out tables ready for the prompt start to lunchtime.

• If required to do so, wipe down and clear away tables and chairs used at lunchtime.

• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns, including any concerns regarding behaviour, to an appropriate person.

• Be aware of, support and ensure equal opportunities for all.

• Contribute to the overall ethos/work/aims of the school.

• Appreciate and support the role of other professionals.

• Assist with pupil needs as appropriate during the lunchtime period e.g. cutting up food for younger children, helping them clear their trays and place used cutlery and trays in the correct places and immediately beyond if necessary e.g. changing young children if they have a toileting accident.

**Staff Development**

• Take part in the school’s Staff Development Programme, particularly in relation to the tasks required of a Midday Supervisory Assistant’s post e.g. child safeguarding training, emergency first aid training, manual handling training.

• Take part in annual performance reviews as required.

• Attend team meetings from time to time, outside defined working hours.

**Special Conditions**

• A Supervisory assistant will be provided with a green overall which must cover the clothing worn. Jewellery should not be worn except for wedding rings or earring studs for health and safety reasons. Shoes should be supportive and protective, covering the toes. High heeled shoes are not considered suitable. Jeans are not considered suitable attire.

• Personal hygiene as practised by the kitchen staff must also be adhered to by the Supervisory Assistant and the kitchen cloakroom is available to all such employees who may use these facilities.

• Hair should be clean, tidy and worn off the face. Long hair should be tied back.

• Hands should be clean, nails short and no nail polish as this can attract germs.

• Please note that this post involves term time only employment. Staff should familiarise themselves with the Walsall term dates each academic year and ensure that they can present for their employment during term time.
Personal holidays should be taken when the school is not in session.

### Health and Safety

- Assist the Headteacher and Deputy Headteacher with the implementation of the Health & Safety at Work Act and school policies as appropriate.

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<tr>
<th>This job description was reviewed in</th>
<th>July 2016</th>
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<td>It is due for further review in</td>
<td>July 2018</td>
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Note: The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the interim grade will be discussed with the post holder and the relevant trade union.