

Matthew Arnold Primary School

Post: **Supervisory Assistant (Lunchtime)**
Grade: **PASS 2 Point 2**

Overall Responsibility: **Business Manager**

Responsibilities will be carried out on a term time contract of 292.5 hours. This equates to 7.5 hours per week. The hours will be between 11.45am and 1.15pm, Monday to Friday.

Please note your holiday entitlement is factored into your non-working time.

MAIN PURPOSE OF THE ROLE:

To provide support and supervision to children during the lunch break ensuring safety and wellbeing for all.

MAIN AREAS OF RESPONSIBILITY:

- Enjoy working with children and display a polite, friendly and enthusiastic manner. (This post has a high level of contact with and responsibility for children)
- Maintain good discipline in a positive, firm and consistent manner according to the school's Behaviour Policy
- Supervise pupils as directed
 - ❖ On entering and exiting the school hall
 - ❖ In the school hall over lunchtime
 - ❖ Outside on the playground
 - ❖ Inside school within classrooms, corridors and toilets
 - ❖ Whilst in line for school meals or at the end of lunch break
- Encourage independence, good manners and eating habits of the children
- Helping as and when necessary with pupils at mealtimes who may have a difficulty
- Clear spillages whilst children are in the hall
- Remove waste after school meals
- Wipe surfaces of tables and chairs during mealtimes and before storage
- Sweep hall as and when required
- Assist with washing up duties when required
- Supervise and interact with pupils whilst they are playing
- Encouraging play and the appropriate use of play equipment
- To safeguard and promote the welfare of pupils adhering to specified procedures
- Deal with minor injuries and inform first aiders for further assistance when needed
- Comply with health and safety policy and procedures, report and incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect yourself and others
- Any other duties of a similar nature related to the post, which may be required from time to time

This job description is not intended to be either prescriptive or exhaustive; it is used as a framework to outline the main areas of responsibility at the time of writing and may be reviewed, from time to time, by consultation and negotiation.

February 2025