



MIDSOMER NORTON SCHOOL PARTNERSHIP	
JOB DESCRIPTION	
SCHOOL:	
POST TITLE:	School Meals Supervisory Assistant
	GRADE: 1, Scale Point 3
RESPONSIBLE TO:	Headteacher
DATE: Oct 2016	

1. Purpose of Job

Under the direction of the Headteacher, the primary purpose of this post is to assist in the provision of the supervision of children during the midday break, as required to ensure the safety, general welfare and proper conduct of pupils during this period.

As one of a team to contribute to the general management development and review of the Team and Unit both in terms of services provided and staff in accordance with the Trust's/School's Vision and Values, policy and other objectives. In doing this to ensure maximum effectiveness and efficiency.

2. Principal Accountabilities

a) Departmental

1. With the Headteacher participate in the formulation of detailed Team objectives and policies.
2. With the Headteacher ensure the effective and efficient implementation of Trust/School policies and the achievement of the Trust's/School's objectives, including financial ones.
3. To contribute to co-operative working across services in accordance with the Trust's/School's Vision and Values. To contribute to cross-service initiatives as required.
4. To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.



5. To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the team.
6. To ensure effective and accessible communication with staff, service users, the general public and others as appropriate.

b) Functional

1. To be responsible for the supervision of pupils immediately before, during and after midday meal. This includes pupils who have a school meal as well as pupils who bring their own food.
2. To be responsible for the supervision of hand washing in Infant and Junior Schools as required.
3. To be responsible for the supervision of pupils entry into the dining room including any journey or walk to the dining room which might be required.
4. To assist pupils where necessary to carry trays etc to the table, and to return empty dishes etc to the service counter.
5. To assist pupils whether necessary to cut up meat and guidance on proper use of cutlery, assist in clearance of any spillage etc if required.
6. To assist as required in clearing tables, wiping them down and resetting according to meals.
7. To assist in the setting up and removing of furniture in parts of the school other than the dining room where necessary.
8. To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness.
9. To supervise pupils in the playground, or other areas of the school as required by the Headteacher.

3. Qualifications Knowledge & Experience

Essential

A basic level of literacy and numeracy.
Ability to communicate clearly and work as part of team.

Desirable

Previous relevant School Meals Supervisory experience.



4. Dimensions

Number of staff managed : None
Departmental budget : None
Section budget : None

5. Physical Effort

There is no physical effort or strain required in excess of work in a day to day office environment.

6. Working Environment

During periods of supervision outside in the playground, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

7. General

1. The postholder will be expected to undertake any initial training provided by the Service/School and undertake any appropriate training provided by the Trust to carry out any of the above duties.
2. This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

Post Holder:

Name:

Signature: _____

Date: _____

Line Manager:

Name:

Signature: _____

Date: _____