

## **Job Title: Hall / Midday Supervisory Assistant**

### **JOB DESCRIPTION**

**Salary Grade: Point 2 - 3**

**Term time only**

#### **JOB PURPOSE**

Each mid-day supervisory assistant will be allocated areas and children for whom she/he will be responsible each day. She/he must be prepared to accept a variation if any emergency calls another mid-day supervisor away.

The main areas of work responsibility will be the classroom and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.

A responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

#### **Current post -Supervision of dining areas:**

- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service- promote good manners and use of cutlery.
- Assist the children and help carry their trays, opening drinks etc
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- See that dining areas are left clean and tidy- wipe tables, stack tables & chairs into cupboards, sweep the floor.
- Arrange your supervision so you move around amongst the children within the area you are covering.
- Play games and interact with the children.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves or damaging property.
- Administer first aid when required.

#### **General Duties and Responsibilities**

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- All staff are expected to maintain high standards of customer care in the context of Hadrian Academy's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.
- This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

All staff must read the Discipline, Behaviour Policy, Anti Bullying, Safeguarding & Equality Policies