

Grading

Job Description and Employee Specification

<u>Job title:</u> Supervisory Assistant	<u>Service area:</u> Education, Learning & Achievement
<u>Post number:</u>	<u>Division:</u> Education - Schools
<u>Grade:</u> 2	<u>Section/team:</u> Castledyke School
<u>Overall purpose of job:</u> Responsible under the direction of the Headteacher, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period, in accordance with the practices and procedures of the Local Authority. Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Supervision of students in the dining areas. 2. Supervision of students in the playground areas and school premises. 3. Cleaning up spillages and ensuring tables are clean in the dining halls. 4. Setting up dining areas for lunch breaks. 5. Ensuring the maintenance of good order and discipline.	

<u>Knowledge, skills and experience:</u> • Ability to supervise students whilst eating lunches and playing in the playground during lunchtime breaks. • Basic awareness of First aid. • Basic cleaning skills.
<u>Creativity and innovation:</u> To be able to settle minor problems between students.
<u>Contacts and relationships:</u> • Work colleagues daily to pass in any necessary information. • Children daily to engage them in play and social eating at lunch breaks.
<u>Decision making:</u> To decide when to refer issues to the Premises manager or other relevant staff following school procedures.

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Responsibility for resources:

None

WORK ENVIRONMENT**Work demands:**

Tasks will be interchanged between the two indoor dining areas, the outdoor kiosk and between split lunches.

Physical demands:

Setting up dining tables on a daily basis.

Working conditions:

Will be expected to work indoors and outdoors as required.

Work context:

Potential for small risk of abuse from students.
Potential for risk from bodily fluid when cleaning.

Position in organisation:

Indicate how many staff the post is directly accountable for: None

Does the postholder manage the posts No

OR

Does the postholder supervise the posts No

Are posts in more than one location? No

Is the supervision/management shared with another post in the structure? No

Please indicate which post(s) N/A

Estates Manager

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Supervisory Assistants

Job Description Version Control	
Date evaluated	2004
Date updated	2023
Updated by (manager name)	2023
Checked by (HR name)	2023

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Good communication and organisational skills. • Ability to work as part of a committed team. • Ability to work under pressure. • Ability to prioritise workload. • Basic cleaning skills. • Confidentiality and professional boundaries.	
Personal Qualities	Application form (follow up at interview)
• Ability to work as part of a team, but also be able to use own initiative. • Excellent Interpersonal Skills. • Honesty • Initiative • Patience • Reliability • Good timekeeping	
Education, Training and Qualifications	Original documents
• Good standard of numeracy and literacy, e.g. the ability to read and understand information on routine documentation. i.e. examination papers, registers, parcel forms etc. • Already hold or be prepared to be trained in First Aid qualification.	
Working Arrangements	Interview
• Able to be flexible	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Experience of working with students, preferably in a secondary school. • Understanding the formal procedure of the examination process.	
Education, Training and Qualifications	Original documents
• Qualification in Maths and English (GCSE/GCE/CSE or equivalent).	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☒	No ☐
Political restriction	
Yes ☐	No ☒
The ability to speak fluent English under the Immigration Act 2016	
Yes ☒	No ☐

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