Bowmandale Primary School

Straight... True... Successful

Job Title: Midday Supervisory Assistant	**Directorate:** Education, Learning and Achievement
Post Number:	**Division:** Schools
Grade: 2	**Business Unit/Section:** Bowmandale Primary School

Main Responsibilities:

1. Supervision of pupils in the dining hall/classroom. Cutting up of food for small children.
2. Supervision of pupils in the playground areas and school premises.
3. Cleaning up spillages and ensuring tables are clean in the dining hall.

Knowledge, Skill and Experience Required:

Ability to supervise children whilst eating lunches and playing in the playground/classroom at the lunchtime break.

First aid skills.

Basic cleaning skills.

Creativity and Innovation:

To be able to settle minor problems between children.

Decision Making:

To decide when to refer issues to Senior Midday Supervisor

Contacts and Relationships:

Work colleagues daily to pass on any necessary information.

Children daily to engage them in play and social eating at the lunch break.

WORK ENVIRONMENT

Work Demands:

Tasks will be interchanged between the dining hall/classroom and the playground.

Physical Demands:

Setting up of dining tables if required.

Working Conditions:

Will be expected to work indoors and outdoors with the children.

Work Context:

Potentially there could be some risk from abuse from children.
Potentially there could be some risk from bodily fluid when cleaning.

***Note*:**

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. This job description is provided for guidance only and does not form part of the contract of employment.

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	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE		**Experience of working with children** **Previous experience as Supervisory Assistant in a Primary School**	**Application** **Interview** **References**
EDUCATION, TRAINING, QUALIFICATIONS	**Basic awareness of first aid**	**Training specific to role** **Understanding/ training linked to keeping children safe**	**Application** **Interview** **References**
SKILLS AND KNOWLEDGE	**Good communication skills with both children and adults** **Ability to supervise children** **Ability to settle minor problems between children** **Able to work both as a team and individually** **Basic cleaning skills**	**Knowledge of strategies which help and promote good behaviour and discipline** **Able to cope with situations as they may arise**	**Application** **Interview** **References**
PERSONAL QUALITIES	**Calm** **Efficient** **Caring of children**	**Confident** **Able to use initiative**	**Application** **Interview** **References**