



Ropsley C of E Primary School

Job Description

Job title: Midday Supervisory Assistant
Salary: LCC Pay Scale G2.6 FTE £15,807

Purpose of Job:

- To be responsible to the Head Teacher, through the line manager, or other designated person, for the supervision of children during the midday break.

Responsible to

- The Head Teacher/Midday Controller

Relationships

- The post holder will have contact with Head Teacher, school employees and pupils there may be occasional contact with visitors to the school.

Key Tasks

- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary.
- Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
- Distribute meals and serve water where required.
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean the dining area as required.

Work Environment

- Interruptions are intrinsic to the role but cause no major change to the overall task
- Possibly moving handling furniture, assisting children to get lunch, cutlery, plates etc.
- Subject to a moderate amount of noise that is generally expected when working with a number of children.
- Work in normal school environment sometimes in school grounds.
- The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.

Knowledge and Skills

- No formal qualifications required. Demonstrable experience of appropriate interaction with children.