**Job Description**

|  |  |
| --- | --- |
| **Cannington Church of England Primary School** | |
| **Job Title:** | **Midday Supervisory Assistant** |
| **Reports To:** | **Headteacher/Teacher** |
| The Aim of Cannington Primary School is:  To provide an outstanding education for every child, rooted in its distinctively Christian ethos. | |

|  |
| --- |
| Cannington CofE Primary School Trust Mission Statement:  ‘Together we grow, flourish and thrive’. Psalm 92. 12-15  Our vision represents a desire to encourage growth and, in feeling secure, valued, responsible and empowered, we believe our pupils and staff will have all they need to flourish in life. |

|  |
| --- |
| **Job Purpose** |
| To ensure the safety, general welfare and conduct of pupils during the midday break period.    Provide assistance to school and catering staff with basic cleaning and general duties in and around dining areas. |
| **Main Responsibilities and Duties** |
| To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.  To establish safe and appropriate behaviour by effective intervention or referral to senior staff.  To supervise the movement of pupils to and from dining areas, including any personal hygiene  requirements.  To maintain good order and excellent hygiene practices in dining areas.  To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.  To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other  aspects of the midday meal.  To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.  To assist in the setting up and removal of furniture where necessary.  To take any immediate action to attend to sickness or accidents by carrying out minor first aid  and summoning relevant assistance.  To report any unauthorised visitors on school premises.  To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.  To prepare food as may be necessary |
| **Supervision and management** |
| The post holder will be expected to work with limited supervision to an established work pattern.  There will be support available from the Headteacher and/or other designated member(s) of staff.  Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters. |
| **Key Contacts and Relationship** |
| There is a high level of interaction with individual and groups of pupils.  To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff. |
| **Decision Making** |
| The post holder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour.  The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school. |
| **Resources** |
| If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard. |
| **Working Environment** |
| There will be a need to respond to challenging behaviour of pupils.  The post will also involve some supervisory duties being undertaken on the playground or other external spaces. |

**Personal Specification**

|  |  |
| --- | --- |
| **Job Title** | **Midday Supervisory Assistant** |
| **Location** | **Cannington** |

|  |  |  |
| --- | --- | --- |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Experience** | Trained in food handling or willingness to be trained.  Trained in First Aid or willingness to undertake training.  A willingness to attend courses as required | Experience in working with food  Experience of working with children |
| **Knowledge** | Knowledge of good food and hygiene practices. |  |
| **Skills and Abilities** | Ability to establish positive expectations of pupil behaviour.  Ability to establish good relationships with staff and pupils.  Ability to make judgments and take action to keep children safe.  Sensitivity to pupils' personal needs is important.  A team worker  Caring and compassionate to pupils needs  Good communication skills |  |
| **Work-related Personal Requirement** | Ability to effectively interact with pupils and staff.  Willingness  Patience  Committed to ensuring excellent health, safety and welfare of children |  |