

Post Title: Lunchtime Supervisory Assistant		Director/Service/Sector: Children's Services		Office Use	
Grade: Band 1 scale point 1 to 2		Workplace: Seghill First School		JE ref: HRMS ref:	
Responsible to: Headteacher		Date: 01 September 2019			
Job Purpose: Under the direction of the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.					
Resources	Staff	None.			
	Finance	None.			
	Physical	None.			
	Clients	None.			
Duties and key result areas: Individually or as part of a team, Include but are not restricted to:- <ol style="list-style-type: none"> 1. Supervise and support pupils in the dining hall, playground areas and school premises. 2. Supervise and support children in their access to play 3. Establishing good relationships with pupils; responding to the needs of each individual child and ensuring acceptance of each child 4. Comply with all school policies relating to: Health and Safety; Child Protection and Safeguarding 5. Work in such a way to promote the ethos and vision of the school 6. Participate in training and development 7. To undertake other duties and responsibilities as required commensurate with the grade of the post 					
Work Arrangements					
Physical requirements:		Continuous standing and walking.			
Transport requirements:		None.			
Working patterns:		Monday to Friday lunchtime working.			
Working conditions:		Outside working.			

Signed _____

Signed _____ Headteacher

Date _____

Post Title: Lunchtime Supervisory Assistant	Director/Service/Sector: Children’s Services	Ref: SG9
Essential	Desirable	Assess by
Qualifications and Knowledge		
Experience of working with and caring for children of the relevant age		
Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work. Appropriate first aid training Working as a member of a team	Current restraint techniques	
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits