

Job Description

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| **Job Title**  Midday Supervisory Assistant | | **Devonshire Junior Academy** |
|  | **Grade**  Grade B SCP 2-4 |  |
| **Responsible to**  Senior Supervisory Assistant | **Contacts**  Staff, pupils, parents |  |
| Special conditions  Annual holidays should be taken during the school holidays |
| **Working hours**  School lunch times 1 hour 15 mins over 12.00-1.30pm Monday - Friday | |
| Conditions of Service |
| This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances. | | |
| **Job Summary** | | |
| Working under the direction of the Senior Supervisory Assistant to supervise children during the school lunch time.  All employees must adhere to the Authority’s Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work. | | |

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| **Your current duties and responsibilities are:-** | |
|  | 1. Supervision of hand-washing before and after meals. |
|  | 1. Escorting children to and from school to the dining room. |
|  | 1. Assisting the children with table manners, use of cutlery, cutting of meat, serving, etc. |
|  | 1. Supervision of return of table equipment to ‘Returns’ counter. |
|  | 1. Cleaning up any spillages etc in the Dining Room. |
|  | 1. Supervision of children before and after the meal and playground duty. 2. Organising Games and activities. |
|  | 1. It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards. |
|  | 1. Use and development of ICT as required. |
|  | 1. Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes. |
|  | 1. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work. |
|  | 1. All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Victoria Academies Trust. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions. |