

Anston Hillcrest Primary School

Job Description

Post Title: School Meals Supervisory Assistant
Grade: Scale Point 3
Responsible to: Headteacher

Main Purpose

To work under the direction of the Senior School Meals Supervisory Assistant, supervising children during lunchtime, caring for their health, safety and well-being in the dining hall, playground and classroom.

Key Duties/Areas of Responsibility

- Supervise pupils in the dining hall, playground areas and classrooms, except those engaged in activities supervised by a teacher
- Maintain good order, discipline and noise levels of pupils
- To organise and assist in queuing, washing of hands, choosing and carrying of food
- To carry out a range of ancillary duties, for example, clean up spillages, ensure tables are clean etc.
- Supervise use of cutlery and good table manners
- Assist with disposal of food and used cutlery
- Deal with minor problems and report any unsatisfactory behaviour, incidents or concerns to the Senior school meals supervisory assistant, appropriate class teacher or a member of the Senior Leadership Team (SLT)
- Encourage and reward children for good behaviour during lunchtime
- Be familiar with the schools Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children
- Participate in training as required

To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.