



Lunchtime Supervisory Assistant  
Grade 2  
Job Description & Person  
Specification

## **Job Description for Lunchtime Supervisory Assistant**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade ES2 (SCP 3)  
£24,796 per annum FTE (pro-rata 39 weeks, FTE £21,404.46 - £21,888.56)

**Line Manager:** Principal / Senior Supervisory Assistant

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Working under the direction of the Principal or Senior Supervisory Assistant to supervise children during the school lunch time. The successful candidates will be responsible for leading play activities and for the safety and welfare of our children in the dining hall, playground or classroom during lunchtime.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work, 1.5 hours a day, 12:00 – 13:30, 7.5 hours per week, 5 days per week, term time only + 5 training days per year.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

#### **Main Duties and Responsibilities**

- Supervision of hand-washing before and after meals.
- Escorting children to and from school to the dining room.
- Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
- Supervision of return of table equipment to 'Returns' counter.
- Cleaning up any spillages etc in the Dining Room classroom and toilets.
- Supervision of children before and after the meal and playground duty.
- You must have an interest in working with children and be an excellent role model.
- Organising games and activities in line with school's policy for enrichment activities
- To undertake in training as and when identified by the Principal
- An ability to relate positively to pupils, to act consistently upon guidance together with managing needs and behaviour.
- Support children both in the dining room and in the playground promoting healthy eating, good behaviour and physical activity.
- Have a sound understanding of safeguarding in an educational setting and be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection
- Support the school's policies and procedures.
- Contribute to the overall ethos of the School and MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.

- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Lunchtime Supervisor**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
G.C.S.E's 4 and above in Maths & English, or equivalent.	✓	
Full Paediatric First Aid (PFA) (in date, within 3 year timeframe)		✓
Very good numeracy and literacy skills.	✓	
Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour.		✓
<b>Knowledge and Experience</b>		
Demonstrable experience of working within a school setting with children aged 3 -11.	✓	
Ability to understand and apply regulations such as health and safety and food hygiene.	✓	
<b>Practical Skills</b>		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
A knowledge of first aid.	✓	
To work flexibly to meet the needs of the school.	✓	
Committed to safeguarding and welfare of all pupils	✓	
<b>Personal Qualities and Attributes</b>		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team.	✓	

Ability to relate well to children and adults.	✓	
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Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

