

## JOB DESCRIPTION

<b>Job Title</b>	Supervisory Assistant
<b>Band/Job Group</b>	Band B
<b>Hours/Weeks</b>	8.45 hours per week (11.45am – 13.30pm)
<b>Thematic Area</b>	Children & Young People's Service
<b>Responsible to</b>	Senior/Principal Supervisory Assistant

### Job Summary

- Working under the direction of the Senior/Principal Supervisory Assistant to supervise children during the school lunch time.

### Additional duties and responsibilities

1. Supervision of hand-washing before and after meals.
2. Escorting children to and from school to the dining room
3. Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
4. Supervision of return of table equipment to 'Returns' counter
5. Cleaning up any spillages etc in the Dining Room classroom and toilets
6. Supervision of children before and after the meal and playground duty
7. Organising games and activities in line with school's policy for enrichment activities

To participate in the operation of the Council's Personal Performance Development Scheme.

It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

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.

## PERSONNEL SPECIFICATION

<b>Job Title</b>	Supervisory Assistant
<b>Band/Job Group</b>	Band B
<b>Hours/Weeks</b>	8.45 hours per week (11.45am – 13.30pm)
<b>Thematic Area</b>	Children & Young People's Service
<b>Responsible to</b>	Senior/Principal Supervisory Assistant

Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	
Experience	Experience of work in childcare context with Primary aged children.
Training	
Special Knowledge	
Circumstances	
Disposition	<p>Good communication skills</p> <p>Good level of Literacy skills</p>
Practical and Intellectual Skills	
Legal Requirements	<p>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.</p> <p>Enhanced CRB Clearance</p>