

**CHATER INFANT & NURSERY SCHOOL**  
**JOB DESCRIPTION**  
**MIDDAY SUPERVISORY ASSISTANT**

**JOB TITLE: MIDDAY SUPERVISORY ASSISTANT**

**LOCATION: CHATER INFANT & NURSERY SCHOOL**

**GRADE: HB4-6**

**1. PURPOSE OF YOUR JOB**

To prepare the dining room for school lunches and clear away afterwards and to supervise pupils whilst they eat lunch.

**2. MAIN AREAS OF RESPONSIBILITY**

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- Supervise the pupils when they are in the playground or in the classroom during wet play.

**3. ORGANISATION CHART**

**Senior Supervisory Assistant**

**Supervisory Assistant**

**Midday Supervisory Assistant**

**4. SUPERVISION**

Supervised on a daily basis either by the Supervisory Assistant or Senior Supervisory Assistant on duty.

**5. JOB CONTEXT**

Working with supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time. Ensuring that pupils have either a cooked or packed lunch and supervising the pupils over the lunch period.

## **6. CONTACTS**

- Supervisory Assistants and other teaching and support staff
- Pupils
- Catering staff

## **7. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures.

## **8. PROBLEMS AND DECISIONS**

- Sometimes troublesome behaviour from pupils in the dining room which is reported to the Supervisory Assistant.
- Sometimes troublesome behaviour from pupils in the playground or classroom which is reported to the Supervisory Assistant.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to the Supervisory Assistant if necessary.

## **9. FINANCE AND RESOURCES**

## **10. PHYSICAL EFFORT**

- Moving and carrying dining tables and chairs at the beginning and end of the shift.
- Playing games with the children in the playground.
- Standing while at work.

## **11. WORKING ENVIRONMENT**

This work is done indoors and outside in the playground and there are no really hazardous conditions.

## **12. ADDITIONAL INFORMATION**

Pupils can sometimes display threatening behaviour.

---

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**

**Sept 2014**