Reedings Junior School
Aiming High Together
Headteacher: Mr Dan Lough

Job Description: Midday Supervisory Assistant

Location: Reedings Junior School, Sawbridgeworth, Hertfordshire

Pay Grade: HB

5 hours per week term time only.

Purpose of the Role: To ensure the safety and wellbeing of pupils during the lunch period

Responsibilities

- 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, encouraging good social skills and manners
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Setting out and storing equipment
- Encourage pupils to select and eat healthy balanced meals
- Provide a safe environment for pupils to play/socialize outside
- Encourage children to be resilient and independent and follow the values of their school
- Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the school's policy
- Provide first aid during the lunch period as required

Knowledge	**Competencies**
Health and Safety Level 1 Safeguarding / Awareness of keeping children safe Understanding of the Schools Ethos, Vision and Values Manual Handling First Aid certificate	Communication Team working Active listening Sensitivity Initiative

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the Performance Management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.