

YourHR Services, provided by Dudley MBC

Regent House, 87-88 King Street, Dudley, West Midlands, DY2 8PR



Yourhrdudley.co.uk



Yourhr@dudley.gov.uk



01384 811300

**Recruitment and Selection**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Lunchtime Supervisory Assistant | **Location** | Howley Grange Primary School |
| **Grade** | Grade 2 SCP 3 | **Salary** | Actual Annual Salary £3315  Hourly Rate £11.79  1 Hour 15 mins per day 39 Weeks |

|  |  |
| --- | --- |
| **Reports To** | Lunchtime Superintendent |
| **Main Purpose of the Job:** | |
| We are looking for a Lunchtime Supervisor to join our team to ensure that our pupils are provided with safe supervision and look after the welfare need of pupils during lunchtimes.  In return for working as part of the team and a willingness to work hard, we offer a friendly and supportive working environment.  We need:   * A good timekeeper * Reliable * Self-motivated * Organised * Able to work unsupervised and as part of a team   Takes pride in their work | |

|  |  |
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| **Main Activities** | |
| **Specific Accountabilities (Job Specific)**   * Working closely with and under the direction of the Lunchtime Superintendent to carry out the duties allocated for the benefit of the pupils * Following the duty rota drawn up by the Lunchtime Superintendent * Collecting together the children involved in each dinner sitting and preparing them for entry into the hall * Supervising pupils in a specified area of the playground or field or classrooms during inclement weather * Reporting ANY accident to the Lunchtime Superintendent and checking at the end of lunchtime what action has been taken * Administering First Aid, recording and reporting details in line with procedures * Setting appropriate standards of dress and language to set examples for the pupils * Any other related duties or responsibilities as defined by the Headteacher. | |
| **Recommended Key Accountabilities (for all job roles)**   * To be accountable for and promote equality, diversity and community cohesion to meet the School objectives. All employees have a responsibility not only for their own   behaviour, but also for others regarding equality of opportunity. Any incident must be reported.   * To be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the School. * To represent the School in a professional manner meeting the School’s aims. * To comply with School policies and procedures. * To actively promote the School’s commitment to safeguarding and promoting the welfare of children and young people at a level appropriate to this group. * Employees must comply with health and safety legislation and will be required to comply with the School’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions. * To be responsible for adhering to legislative requirements and School Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use. | |
| **Special Conditions** | **This post is subject to the DBS checking process.**  **Social Media Checks will be carried out prior to interview.**  **2 References will be required from within a 3 year period prior to interview.** |
| **Car Allowance** | NA |

**Closing Date Tuesday 28th January 2025**

**Shortlisting Wednesday 29th January 2025**

**Interviews w/c 3rd February 2025**



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**Person Specification**

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| --- | --- | --- | --- |
| **Job Title** | Lunchtime Supervisory Assistant | **Location** | Howley Grange Primary School |

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| --- | --- | --- | --- | --- |
| **Criteria (Essential)** | **Assessment By** | | | |
|  |  | **Application** | **Interview** | **Test** |
| **Experience** |  |  |  |  |
| Working with or caring for children of primary age desirable |  | √ | √ |  |
|  |  |  |  |  |
| **Qualifications / Training** |  |  |  |  |
| Willing to undertake any training, including First Aid, as deemed necessary and relevant to the role |  | √ | √ |  |
|  |  |  |  |  |
| **Practical Skills** |  |  |  |  |
| A basic knowledge of first aid |  | √ | √ |  |
| Ability to act positively in event of accident / incident |  | √ | √ |  |
| Excellent communication skills |  | √ | √ |  |
| **Personal Qualities and Attributes** |  |  |  |  |
| Ability to work as part of a team |  | √ | √ |  |
| Ability to follow verbal instructions and comply with work rosters |  | √ | √ |  |
| A knowledge of Equality & Diversity issues |  | √ | √ |  |
| A commitment to safeguarding and promoting the welfare of children and young people |  | √ | √ |  |