

Lunchtime Supervisory Assistant Job Description

Job Title	Lunchtime Supervisory Assistant	School	Dawley Brook Primary School
Post Number	SCH113		
Grade	Grade 2	Salary	£21,881 - £22,377 FTE (Actual Salary is pro rata, 7.5 hours per week term time only; £13.48 ph)

Reports To	Midday Senior Supervisor
------------	--------------------------

Purpose of the Job

The duties of a Supervisory Assistant involve the safe supervision of pupils during the lunch period.

Main Activities

Accepting directions and guidance from the Midday Superintendent or Senior member of staff on the supervisory and welfare needs of pupils and applying these in accordance with the particular needs of the school.

Supervising the washing of hands prior to entering the dining hall.

The control of pupils in the dinner queues.

The supervision of pupils eating meals.

Ensuring that the dining hall is prepared to receive pupils for their meal and also that cutlery, trays and leftovers are returned by pupils to the relevant collection and disposal points.

The clearance of spillages and breakages occurring in the dining hall during the lunch period.

The control of pupils' behaviour in the playground, or in the classroom when the weather is inclement.

Ensuring that pupils observe school procedures during the lunch period.

Dealing with accidents/incidents in the playground and dining hall and reporting these to an appropriate member of staff in accordance with the school's Behaviour Policy.

Reporting to the Midday Senior Supervisor or Senior member of staff at the end of every session on the general conduct of pupils during the midday period, including any disciplinary actions deemed necessary.

Carry out any other relevant duties as directed by Midday Superintendent, senior member of staff or Headteacher.

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. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

This post is subject to an enhanced DBS clearance.

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

The salary offered will reflect the fact that the post holder will be required to work 7.5 hours per week, term-time only (38 weeks)

Car Allowance

Mileage / N/A

Prepared By
(Section/Mgr)

Business Manager

Review Date

September 2026



Lunchtime Supervisory Assistant Person Specification



Job Title	Lunchtime Supervisory Assistant	School	Dawley Brook Primary School
Post Number	SCH113		
Grade	Grade 2	Salary	£21,881 - £22,377 FTE (Actual Salary is pro rata, 7.5 hours per week term time only; £13.48 ph)

Criteria (Essential)

Assessment By

<u>Experience</u>	Application form	Interview
Demonstrable experience of working with or caring with children of a relevant age.	✓	✓
General understanding of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	✓	✓
<u>Qualifications / Training</u>	Application form	Interview
Good numeracy and literacy skills.	✓	✓
Willingness to undertake appropriate training, including First Aid, as deemed necessary and relevant to the role.	✓	✓
<u>Practical Skills</u>	Application form	Interview
Relevant knowledge of first aid.	✓	✓
Ability to act positively in event of an accident/incident	✓	✓
Excellent communication skills	✓	✓
Be responsible for the care and well-being of pupils and developing good personal and social skills	✓	✓
Be reliable and dedicated, have an interest in working with children	✓	✓
Be an excellent role model by demonstrating qualities of compassion, trustworthiness and politeness	✓	✓

<u>Personal Qualities and Attributes</u>		Application form	Interview
▪ Ability to work as part of a team.		✓	✓
▪ Ability to follow verbal instructions and comply with work rotas		✓	✓
▪ Have an awareness of confidentiality and Data Protection		✓	✓
▪ To actively promote our commitment to safeguarding and the welfare of children.		✓	✓

Prepared By	Business Manager
Date	September 2026
