

Job Description

Job Title	Supervisory Assistant	School	Wollescote Primary School
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Post Number	SCH113
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Grade	2	Salary	£24,796 FTE Actual salary £2,891pa - £2,957pa based on 5 hours per week
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Reports To	Head teacher
	L Hudson

Purpose of the Job

- Working closely with the Lunchtime Supervisory team and to carry out the duties allocated for the benefit of the pupils.
- Monitoring play areas and checking that pupils are in the correct places.
- Promoting safe and appropriate behaviours within the school grounds as directed by the Head teacher.
- Engaging and interacting with children through play and other activities designed to make the lunch break as enjoyable and productive as possible.
- Supervise pupils in specified area of the playground or field, or classrooms during inclement weather.
- To encourage children to eat their lunch and encourage good table manners.
- To support, demonstrate and encourage children to play sensible games.
- To take out and bring in lunchtime equipment ensuring it is taken care of and stored appropriately.
- To ensure children follow school rules over lunchtime.
- To seek support and take advice from the Headteacher at any time to ensure school procedures are being carried out.
- Undertake minor first aid duties and deal with accidents or spillages and check at the end of lunchtime what action has been taken.
- Undertake any appropriate training required to ensure job expectations are met.
- Reporting any incidents to the School Office in lines with procedures.
- Setting appropriate standards of dress and language to set examples for the pupils.
- Supervising the dinner queue and dining room when pupils are eating meals.
- Ensuring crockery, cutlery, trays and leftovers are returned to relevant points.
- Ensuring tables and floors are properly cleaned, immediately after spillages, and at the end of lunchtime for storage of equipment.
- Co-operating with staff working with pupils in lunchtime activities.
- Reporting any unacceptable behavioural issues.
- Any other related duties or responsibilities as defined by the Headteacher.

General Duties

- Be aware of and comply with school policies and procedures e.g relating to health and safety, security, confidentiality, data protection, child protection and vulnerable adults reporting concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school and effective team working.
- Participate in training, other learning activities and performance development as required.
- Contribute to specific project work as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- To be accountable for and promote equal opportunity, diversity and community cohesion to meet 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.
- All employees must 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 school aims.
- To comply with School policies. To actively promote the school commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this role and setting.
- 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 and Safety, Data Protection and Internet/Email use.

Special Conditions

The post is subject to an enhanced/barred list check through the DBS checking process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be appointed subject to satisfactory medical, reference and DBS check.

The salary offered reflects the fact that the post holder will be required to work 5 hours per week, term time only (39 weeks)

Car Allowance

N/A

Prepared By

L Hudson

Review Date

October 2026

Person Specification

Job Title

Lunchtime Supervisor

Wollescote Primary School

Criteria (Essential)

Experience

- Working with/supervising pupils indoors and outdoors
- Communicating with pupils with varying levels of understanding

Qualifications/Training

- Willing to undergo appropriate training as required
- A basic knowledge of first aid is desirable and willingness to attend appropriate training

Practical Skills

- Good communication skills
- Be aware of and apply the School's Health and Safety practices and procedures
- Able to act positively in the event of an accident/spillages

Personal Qualities and Attributes

- Ability to work as part of a team
- Flexibility and willing to carry out duties inside and outside the school building
- Ability to communicate effectively with other staff and pupils in school A positive attitude to security and safety

Prepared By Date

L Hudson (Headteacher)

October 2025