

CORE RESPONSIBILITIES AND TASKS

- Organization of the entry of the pupils into the dining room.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up satisfactorily.
- Cleaning up spillages when food is spilled or dropped where such spillages are hazardous to pupils/staff.
- General supervision of pupils during the service of meals.
- To assist with the cutting of meat and other food items for pupils as required.
- To organize and supervise the pupils during entry and exit from the dining hall.
- Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors, and classrooms as instructed by Headteacher / Senior Supervisory Assistant.
- To provide first aid treatment for accidents and to record such treatments in the accident book. (Training will be provided).
- To report all accidents/illnesses/issues to the Senior Supervisory Assistant.
- To carry out responsibilities under common law and the Health and Safety Act and adhere to the school's health and safety policy.
- The organization and management of large numbers of pupils.
- To maintain discipline during the lunch break and to promote adherence to the school's positive behavior and anti-bullying policies.
- To ensure that local authority policies on equality are adhered to by not differentiating between children on grounds of gender, race, or disability.
- To report any matters involving child protection immediately to a Designated Safeguarding Leader.
- To undergo training as required.
- Other duties commensurate with the role may be required by the Headteacher or senior midday supervisor.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience in working with children
- Kind but firm manner
- Friendly
- Engage well with children
- Work well as part of a team.