

**HERTFORDSHIRE COUNTY COUNCIL
CHILDREN, SCHOOLS & FAMILIES
MODEL JOB DESCRIPTION**

JOB TITLE: MIDDAY SUPERVISORY ASSISTANT

LOCATION: SCHOOLS

GRADE: HB

1. PURPOSE OF YOUR JOB

To prepare the dining room for school lunches and clear away afterwards and to supervise Pupils whilst they eat lunch.

2. MAIN AREAS OF RESPONSIBILITY

- 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.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.

3. ORGANISATION CHART

Senior Supervisory Assistant

Supervisory Assistant

Midday Supervisory Assistant

4. SUPERVISION

Supervised on a daily basis either by the Supervisory Assistant or Senior Supervisory Assistant on duty.

5. JOB CONTEXT

Working with supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time. Ensuring that pupils have either a cooked or packed lunch and supervising the pupils over the lunch period.

6. CONTACTS

- Supervisory Assistants and other teaching and support staff
- Pupils

- Catering staff

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures.

8. PROBLEMS AND DECISIONS

- Sometimes troublesome behaviour from pupils in the dining room which is reported to the Supervisory Assistant.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to the Supervisory Assistant if necessary.

9. FINANCE AND RESOURCES

10. PHYSICAL EFFORT

Moving and carrying dining tables and chairs at the beginning and end of the shift.

11. WORKING ENVIRONMENT

This work is done indoors and there are no really hazardous conditions.

12. ADDITIONAL INFORMATION

Pupils can sometimes display threatening behaviour.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.