

**Samuel Lucas J.M.I. School**

**Headteacher: Miss Helen Brind BA (Hons), NPQH**

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**Midday Supervisory Assistant Job Description**

**Job details:**

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| Salary: | HB1 |
| Hours: | Part time |
| Reporting to: | Deputy Headteacher, Headteacher |
| Responsible for: | N/A |

**General Duties:**

To support and assist the Headteacher and other lunchtime supervisors with the safety and welfare of all children on site during lunchtime.

**Specific Duties:**

* To be aware and initially deal with any lunchtime incidents.
* To liaise with the Headteacher and Deputy Headteacher on matters needing further attention.
* To supervise the children in the dining room and to assist them with collecting, eating and clearing away their meals.
* To organise and action the setting up of all workstations to enable a smooth running of the dining room.
* Promote safe and engaging play.
* To ensure that all children return to the care of their teachers at the end of the lunch break.
* To attend to children involved in minor accidents and incidents and to look after the hygiene and health requirements in accordance with school policy.
* To be familiar with the school’s Child Protection, Health and Safety and Behaviour Policies and to implement them accordingly.
* To attend meetings with a member of the Senior Management Team.
* To attempt to have a wide vision of all children and to be visible to children at all times.
* In the absence of the Site Manager to set up and collapse and store the dining room tables during and after lunch to ensure good standards of hygiene.

*Always remember your job is very important. You can make the difference to a child’s happiness at school and contribute to their development.*