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## HERTFORDSHIRE COUNTY COUNCIL CHILDREN'S, SCHOOL AND FAMILIES

### JOB DESCRIPTION

Adapted by Hobletts Manor Infants' and Nursery School

**JOB TITLE:** Midday Supervisory Assistant

**LOCATION:** Hobletts Manor Infants and Nursery School

**GRADE ; H1 £22,366 pro rata – approximately £12.27 per hour 11.50am to 1.20pm Monday to Friday, term time only. Fixed term contract until 3<sup>rd</sup> April 2025**

#### 1. PURPOSE OF YOUR JOB

To prepare the dining room for school lunches/clear away afterwards and supervise children whilst they eat lunch. To engage children in active play sessions. To support with children who have additional needs where appropriate.

#### 2. MAIN AREAS OF RESPONSIBILITY

- To prepare the layout of the tables in preparation for lunch including laying up tables where needed.
- To supervise the pupils when they are in the dining room eating lunch where needed, (encouraging good social skills and manners.)
- To promote a healthy lifestyle.
- To clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables.
- Supervise children in the outside play areas, and encourage them to engage in active play.

#### 3. ORGANISATION CHART

Assistant Headteachers

#### 4. SUPERVISION

Supervised by the Assistant Headteachers.

#### 5. JOB CONTEXT

Working with supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time. Ensuring that children have access to safe, quality outdoor provision/exercise during the lunch hour and where needed supervising the pupils over the lunch period with their cooked or packed lunch.



## 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.
- Child Protection training

## 8. PROBLEMS AND DECISIONS

- Sometimes you will see challenging behaviours from children in the dining room or playground. When this happens it needs to be reported to a more senior midday supervisor or Assistant Headteacher.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to a more senior midday supervisor or Assistant Headteacher if necessary.
- Occasionally a child protection issue may arise and this should be reported to the Designated Safeguarding Lead.

## 9. FINANCE AND RESOURCES

### 10. PHYSICAL EFFORT

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

### 11. WORKING ENVIRONMENT

There are no really hazardous conditions.

### 12. ADDITIONAL INFORMATION

Children may sometimes display challenging behaviour. It is important that the school's positive behaviour policy is adhered to when dealing with this.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*