



St Rose's Catholic Infant School

Green End Road, Hemel Hempstead, Hertfordshire, HP1 1QW
Tel: 01442 398855 Fax: 01442 398835 Email: admin@stroses.herts.sch.uk
Headteacher: Mrs M Anderton

TITLE OF JOB : Midday Supervisory Assistant
LOCATION : St Rose's Catholic Infant School
GRADE: HA. 2

Main Purpose:

To prepare the dining room for school lunches and clean and clear away afterwards. To supervise pupils whilst they eat lunch and on the playground.

Main areas of responsibility:

Working within a team of 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 on the playground during the lunch period.

Essential Activities

- Be familiar with and apply consistently the school's behaviour, child protection and safeguarding policies.
- Prepare the layout of the tables in preparation for lunch.
- Clean tables and seats between sittings.
- Supervise the pupils when they are in the dining room eating lunch and on the playground.
- Encourage children to eat healthily and develop good eating habits.
- Collect infant children from the classroom on time and bring into the hall in an orderly manner.
- Assist infant class teachers to ensure all pupils wash their hands prior to lunch.
- Actively encourage pupils to play together and lead games with the children.
- Record incidents of poor behaviour using the appropriate record of concern and discuss with the child's class teacher.
- Assist pupils who have sustained minor injuries when playing.
- Refer genuine 'first aid' cases to the office including all pupils who sustain a bump to the head.
- Clear up the dining room after the lunch break including clearing any food and wrappings left on the tables and wiping the tables and chairs.
- Monitor pupils and ensure no child is in the building unsupervised.
- Attend MSA meetings every half term
- Attend staff meetings when required. eg safeguarding training.

All Saints Catholic Academy Trust

Company Number: 7943555 **Registered Office:** 96 The Crescent, Abbots Langley, Herts, WD5 0DS

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CEO: Mr. Stephen Wheatley



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Communication

Effective communication among the team is essential to ensure the health and safety of pupils at all time. You will also need to communicate with catering staff, pupils and teaching staff.

Supervision

Supervised on a daily basis by the Senior Midday Supervisory Assistant or the Assistant Headteacher in their absence.

Responsible for the supervision of pupils in your charge.

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 and emergency first aid.
- Knowledge of the school's policies relating to health and safety, child protection and behaviour (provided as part of the new staff induction)

Confidentiality

This role involves maintaining the normal standards of personal honesty and integrity and also requires a high degree of confidentiality in dealing with parents, staff and governors.