

## WELLFIELD MIDDLE SCHOOL

**Title of Post:** Lunchtime Supervisory Assistant

**Responsible to:** School Business Manager

**Salary:** Grade 2 £12,486.31 - £12,983.34 per annum pro rata

**Hours:** 6 1/4 hrs per week - Mon, Tues, Wed, Thurs and Fri – term time only  
Job Share is also considered.

### **Main Purpose of Job**

To ensure the well-being of all pupils during lunchtimes.

### **SPECIFIC TASKS**

These are the main duties and responsibilities needed to achieve the job purpose.

- Supervise entry/exit into/from the dining hall by the pupils.
- Support our whole school community to be kind, respectful and sensitive to the needs of each other. This includes being a positive role model to all members of our school community (speech, dress, behaviour and attitude).
- Maintain a safe and caring atmosphere for all of our children including clearing up all spillages during mealtime promptly.
- Assist in wiping up tables, chairs when necessary at end of the meal.
- Support play when children are not in the hall for lunch – whether inside or out. Ensure children are kept safe at all times whilst the children are in your care.
- Perform basic first aid for minor incidents/accidents (subject to qualification)
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working within a team.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- The Post holder may undertake any other duties that are commensurate with the post.
- Working in line with our Behaviour Policy
- The post is subject to Safeguarding Checks.

