

**Job Description and Person Specification template**  
**Form number GR0394**

<b>Job Title</b>	Midday Supervisory Assistant
<b>Department</b>	
<b>Group</b>	The Coastal Federation
<b>Section</b>	
<b>Location</b>	Mundesley
<b>GR Number</b>	GR0394
<b>Grade</b>	Scale A
<b>Responsible to</b>	Headteacher/Deputy headteacher or Senior Midday Supervisor
<b>Responsible for</b>	
<b>Effective Date</b>	/ /

**Role and Context**

<b>Job Purpose</b>	Supervise pupils under the direction of the Headteacher/Deputy or Senior Midday Supervisor, to ensure the safety and well being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.
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**Principal Accountabilities  
(in order of importance)**

1. Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Senior Midday Supervisor or the Headteacher in order to ensure the safety and good behaviour of the children.
2. Supervision of children during the meal to ensure that a good atmosphere

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- is maintained. Encourage good eating habits and assisting younger children where necessary.
3. The maintenance of good order at all times to ensure school standards are adhered with.
  4. General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
  5. Supervision of movement of pupils to and from dining room in order to ensure the safety and well being of the pupils.
  6. Set up and clear away tables in dinning room.

### Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

<b>Qualifications</b>	
<b>Experience</b>	
<b>Skills/Knowledge</b>	<ol style="list-style-type: none"> <li>1. Empathy with children</li> <li>2. Able to exert authority and give directions/instruction in a confident manner</li> <li>3. Able to communicate with children and adults</li> <li>4. Knowledge of school standards and procedures</li> <li>5. Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain</li> </ol>

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	information on children's allergies or asthma, etc and how to use epipens, etc. 6. Flexibility 7. Approachability
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### General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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