

Wadsworth Primary School Job Description

Post: Midday Supervisory Assistant

Grade: 2 (NJE)

Responsible to: Senior Midday Supervisor

General information:

Each Midday Supervisory Assistant will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly. S/he must fulfil the responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Duties:

These will be allocated by the Head Teacher and Senior Midday Supervisor in accordance with scheme of Midday Supervision for the school and will include assisting with:

Providing and safeguarding the welfare of the children s/he is responsible for, or comes into contact with

Supervision of dining areas

1. Control queues to dining areas.
2. Where required, mark registers.
3. See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
4. See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.

5. See that trays are not left in dangerous positions, and are wiped where necessary.
6. Supervise return of used crockery and cutlery by the children.
7. Ensure the tables are left clean for next occupant.
8. See that dining areas are left clean and tidy.

Supervision outside dining areas

9. Arrange your supervision so you move around amongst the children within the area you are covering.
10. Ensure acceptable standards of behaviour are maintained.
11. Try to avoid children hurting themselves or damaging property.

General

12. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

WADSWORTH FIELDS PRIMARY SCHOOL

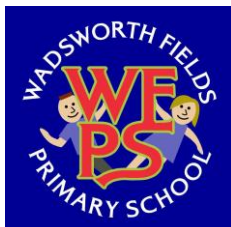
Person Specification

Post title: Mid-day Supervisor

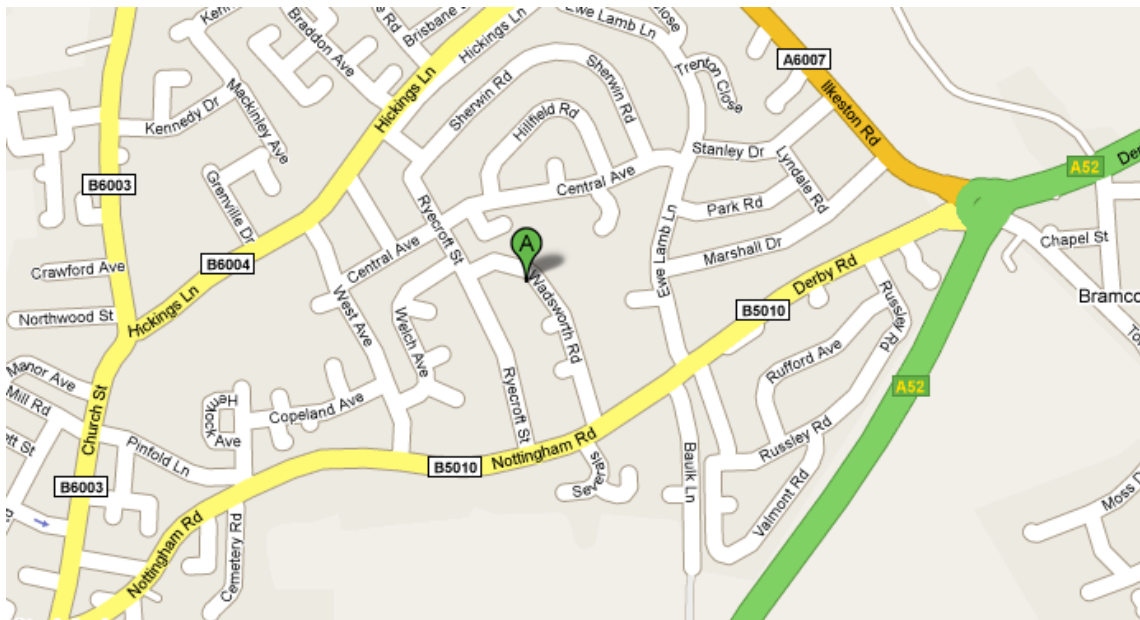
Date: January 2024

Evidence codes: A: Application form, i: interview,

Category item	Essential	Desirable	Evidence	Weighting
Experience				
Worked in post previously		x	A	
Education and training				
First Aid		x	A	
Skills and Aptitudes				
Enthusiastic	X		A i	
Committed	X		A i	
Punctual	X		A i	
Positive outlook	X		A i	
Good organisational skills	X		A i	
Specific requirements				
Suitability to work with children				
Enhanced Certificate of Disclosure from DBS	X		DBS clearance	
Caring and approachable	X		i	



WADSWORTH FIELDS PRIMARY SCHOOL
Wadsworth Road, Stapleford, Nottingham, NG9 8BD
www.wadsworthfieldsprimaryschool.co.uk



Directions to Wadsworth Fields Primary School

Leave the M1 motorway at Junction 25 and proceed along the A52 towards Nottingham. At the second island take 1st left along Derby Road towards Stapleford.

In approximately ½ mile take a right turn onto Wadsworth Road.

Our school is situated 100 yards on the right.

If coming from Nottingham, follow the A52 towards Derby. At the major traffic lights/island (Bramcote Leisure Centre is on your right) take the third right turn (Derby Road) follow the signs to Stapleford.

In approximately ½ mile take a right turn onto Wadsworth Road.

Our school is situated 100 yards on the right.

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WADSWORTH ROAD
STAPLEFORD
NOTTINGHAM
NG9 8BD

Tel: 0115 9496720