



JOB DESCRIPTION

POST TITLE:	Lunchtime Supervisory Assistant
RESPONSIBLE TO:	Deputy Head Teacher
GRADE:	Band 1 (SCP 3)
WORKING WEEKS:	Casual, as and when required
PURPOSE OF POST:	Assist with the care and welfare of pupils within the school over the lunch period including the patrol of the school both inside and out, in line with the school policy

Main duties/responsibilities

As a Supervisory Assistant you may undertake any or all of the following duties and responsibilities.

1. Supervision of pupils on site in line with individual school policy and procedures
2. Assist with the setting up of school dining room as required, including setting out meal trays, cutlery, tables and chairs and other servery equipment
3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
4. Encourage children with healthy eating and helping as and when necessary with pupils at mealtimes who may have difficulty or are unable to feed themselves
5. Deal with all injuries ensuring that pupils receive appropriate care and attention when sick or injured. Undertake first aid training as necessary
6. Support pupils' personal needs including social, health, physical, hygiene and welfare matters in addition to first aid
7. Interact with children socially, building good interpersonal relationships, initiating and playing learning games
8. Encourage good behaviour and conduct of all pupils
9. The post holder must carry out his/her duties with full regard to the Federation's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner

10. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
11. Undertake any training as required to complete the above duties
12. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
13. Behave according to the relevant Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
14. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
15. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
16. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: September 2025

PERSON SPECIFICATION

Lunchtime Supervisory Assistant

Key

- A** Application form including personal statement
- S** Selection Process including interview
- R** Employment References
- C** Certificates
- D** Enhanced Disclosure and Barring Services Criminal Check

Criteria number	Criteria	Essential / Desirable	Stage identified
	Qualifications		
1.	First Aid Certificate	D	A,C
	Experience & Knowledge		
4.	Previous Supervisory Assistant experience	D	A,S,R
5.	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	D	A,S,R
6.	Awareness of child protection issues	D	A,S,R
	Skills		
8.	Good verbal communication skills	E	S,R
9.	Experience of working with a range of people – Good customer care skills	E	A,S,R
	Personal Attributes		
14.	Approachable	E	S, R
15.	Ability and commitment to understand and comply with school and Trust policies and procedure	E	S
16.	Ability to promote fairness and demonstrate high personal standards	E	S, R
17.	Self-motivated and enthusiastic approach to work	E	S, R
18.	Ability to deal with issues in a calm and professional manner	E	S, R
	Special Requirements		
19.	Commitment to safeguarding pupils and suitability to work with young people	E	D

Criteria number	Criteria	Essential / Desirable	Stage identified
20.	Ability to form and maintain appropriate relationship boundaries with children	E	D
22.	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: September 2025