

TITLE OF POST: Midday Supervisory Assistant
GR0365 – Scale C

RESPONSIBLE TO: Catering Manager

1. Purpose and scope

To help maintain an orderly, safe environment during the lunch break.

2. Main tasks

(Not an exhaustive list)

- supervise canteen area;
- patrol classrooms/corridors in main buildings to ensure orderly behaviour;
- patrol playground and small field area *(when open)* to ensure orderly behaviour;
- patrol toilets to ensure appropriate behaviour;
- report poor behaviour to relevant head of year via a note *(or, if available, orally)*;
- report damages to the office.
- assist students if hurt and report to the office and complete accident log

REVIEW

This Job Description may be subject to modification or amendment at any time after consultation with the Post Holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the Post Holder's professional responsibilities and duties.

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