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Title of Job: Supervisory Assistant

Grade: Scale 2

Job No (s) ED14

Department: Education

Section: Primary School

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**JOB DESCRIPTION**

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PERSON REPORTS TO: Head Teacher or Senior Supervisory Assistant

PERSON SUPERVISES: No staff supervisory responsibilities

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PURPOSE OF JOB: To assist the Head Teacher as required, in order to care for the safety and well-being of pupils staying for a school meal.

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**EQUAL OPPORTUNITIES:**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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**DUTIES AND RESPONSIBILITIES**

1. To ensure orderly behaviour in the Dining Room.
2. To assist pupils when they are unable to assist themselves.
3. To clear up any food spillage, water or sickness in the Dining area during the service of meals.
4. To supervise the return of empties and waste food.
5. To attend to minor accidents and to report such to the Head Teacher or Senior Supervisory Assistant.
6. To supervisor pupils in the playground or in the school during inclement weather, under the direction of the Head Teacher or Senior Supervisory Assistant.
7. To report immediately, any untoward circumstances.
8. Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time.

## **PERSONNEL SPECIFICATION**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the

<b><u>FACTOR</u></b>	<b><u>REQUIREMENT</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
Experience	Experience of dealing with children either in a domestic or work environment.	Application Form/Interview
Knowledge/	Knowledge of an ability to supervise children. Ability to understand childrens' behaviour and to respond to their needs in varying circumstances	Application Form/Interview
	Understanding of basic issues of hygiene and child safety.	Application Form/Interview
	Ability to act quickly and responsibly in the event of accidents or untoward circumstances.	Interview
	Ability to communicate well with children.	Interview
	Ability to undertake all duties in line with the Council's Equal Opportunities policy.	Interview