The post holder reports to the School Business Manager, other main contacts are the Head Teacher, Assistant Head and pupils.

# Main Purpose of the Job

Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher.

# Main Duties and Responsibilities

* To supervise pupils to ensure good behaviour in and around School;
* To engage the children in play, encouraging them to play well together and resolve any issues as they arise;
* To attend to injured children;
* To supervise and assist pupils with packed lunches and ensure clearance of waste;
* Encourage pupils to eat the meal provided; assist younger children with the cutting up of food and teaching pupils the correct use of cutlery and table manners;
* Supervise classroom activities during inclement weather;
* To adhere to all School policies and procedures that affect you and your duties (eg: safeguarding; fire; accident reporting; no smoking; anti-bullying procedures & behaviour policies, School rules);
* To report any accidents and request assistance to the School’s first aider as required;
* To supervise pupils in the dining hall, to supervise the return of trays and the orderly stacking and clearing of dirty plates;
* To report to the Manager any health or safety hazards;
* To undertake additional reasonable duties as requested

# Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.

**For this job we are looking for:**

To demonstrate an interest and involvement in working with children and young people. The ability to understand as well as supervise children and young people.

Ability to respond to every day situations. Ability to communicate with others.

To be available for work during school holidays if required (unless on annual leave).

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

# Personal Style and Behaviour

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

Tact and diplomacy in all interpersonal relationships. Personal commitment to excellence in service delivery.

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards.

Discretion in dealing with confidential and sensitive issues.

To carry out all duties with full regard to the City Council Equal Opportunities Policy.