


<b>Job Description</b>		
<b>Title</b>	<b>School:</b> <b>SELSTON CE INFANT AND NURSERY SCHOOL</b>	
<b>Job Purpose</b>	<p>To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the breakfast &amp; after school club and school lunch breaks.</p>	
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Supervise pupils in the dining hall.</li> <li>2. Control queues to dining areas.</li> <li>3. Where required, mark register, issue and collect tokens.</li> <li>4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.</li> <li>5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.</li> <li>6. Supervise return of used trays, crockery and cutlery by the children.</li> <li>7. Ensure that tables are left clean for the next occupant.</li> <li>8. Ensure dining areas are left clean and tidy.</li> <li>9. Assist as required to relieve any 'bottle neck' at the cash till.</li> <li>10. Arrange supervision to allow movement amongst the children within the area covered.</li> <li>11. Ensure acceptable standards of behaviour are maintained</li> <li>12. Minimise the likelihood of children hurting themselves, others or damaging property.</li> <li>13. Supervising pupils in classrooms during bad weather.</li> <li>14. 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, following consultation with the Recognised Trade Unions.</li> </ol>	

***Person Specification***

***Education and Knowledge***

Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons

## Relevant Job Information

<b>1 Knowledge</b>	Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons
<b>2 Mental Skills</b>	Interpreting straightforward instructions and resolving straightforward issues or problems that may occur as part of routine duties e.g. dealing with an upset child, dealing with unruly behaviour, cleaning bodily fluids and food spillages and using the correct cloth for spillages.
<b>3 Interpersonal/ Communication Skills</b>	Conversing with others regarding personal or detailed information e.g. contacting senior member of staff regarding pupil's welfare, report to class teachers any incidents that they should be aware of, encouraging all pupils to eat especially those with special needs or disabilities.
<b>4 Physical Skills</b>	Use of hand/eye co-ordination to clean surfaces and use play equipment.
<b>5 Initiative &amp; Independence</b>	Some initiative is required to deal with identifiable/routine issues with supervisory support available when areas of difficulty are faced e.g. dealing with sickness, toileting problems and providing basic first aid to pupils, identifying non-routine pupil behaviour & reporting as appropriate.
<b>6 Physical Demands</b>	Walking, bending, stretching, lifting, moving and handling furniture and equipment form a regular part of the job, e.g. helping to clear tables and wipe spillages, stacking & moving table & chairs as required, clearing away plates and cutlery, walking & standing to supervise queues/dining arrangements and outside areas.
<b>7 Mental Demands</b>	Duties require typically medium periods of concentration (1-2 hours) some work-related pressure from interruptions to planned work e.g. sensory awareness of challenging behaviour/actions of pupils, writing incident reports, completing the accident book when necessary.
<b>8 Emotional Demands</b>	A) Duties are unlikely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry and which will not cause any ongoing distress to the postholder e.g. dealing with those who have physical or mental impairments, or are suffering from serious illness or to deal with either distressing or disturbing subject matter (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).

		B) Working on an ongoing basis with children, some of whom have short or longer term emotional, behavioural, additional or special health needs. Duties are likely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, or angry (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor).
<b>9</b>	<b>Responsibility for People</b>	Provision of security, safety and well being of pupils in the school.
<b>10</b>	<b>Responsibility for Supervision</b>	Job holder has no direct responsibility for the supervision of other employees. Occasional demonstration of own duties or similar assistance to new staff may be given as necessary.
<b>11</b>	<b>Responsibility for Financial Resources</b>	Job holder has no direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action e.g., handling dinner tokens.
<b>12</b>	<b>Responsibility for Physical Resources</b>	Job holder has no direct responsibility for physical resources. The cleaning of surfaces and spillages in the dining areas may be necessary and completion of incident reports and behaviour management reports.
<b>13</b>	<b>Working Conditions</b>	The post will involve some exposure to disagreeable conditions e.g. toileting of pupils, bodily fluids (vomit, blood), clearing up food spillage, working in varying weather conditions and may require the job holder to deal with angry, upset, aggressive or abusive pupils which exposes the job holder to some unpleasantness and discomfort.