St Mary's CE Primary School

Job Description

Department	CHILDREN'S SERVICES
Job Title	SCHOOL MEALS SUPERVISORY ASSISTANT
Grade	GRADE B – 10.00 HRS PER WEEK
Primary Purpose of the Job	Supervision of children on school premises throughout the mid-day break.
Responsible to	Head Teacher
Responsible for	N/A
Principal Responsibilities	The supervision of children throughout the mid-day break. This includes all children on the school premises except those engaged in activities supervised by a teacher.

MAIN DUTIES

Duties will be allocated by the Head Teacher but will include the following:

1. Supervision of all areas both inside and outside where the pupils congregate during lunchtime.
2. To collect the children from the classroom at the appropriate lunch time for the allocated class.
3. Supervision of children from the classroom to the dining hall, ensuring all children follow the schools behavioural procedures.
4. Supervision of queues waiting to enter the dining room.
5. Participating in cleaning the dining room tables and leaving the dining room in a tidy condition.
6. Securing the safety, welfare and good behaviour of the children in accordance with the schools behaviour policy.
7. Ensuring that all pupils return to the classroom and report any accidents/incidents to the class teacher.
8. Supervision of children in the classroom due to bad weather conditions.
9. Any other appropriate duties commensurate with the grade of the post which may be required from time to time.

St Mary's CE Primary School

PERSON SPECIFICATION

Department CHILDREN'S SERVICES

Job Title SCHOOL MEALS SUPERVISORY ASSISTANT

Grade Grade B

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills and Knowledge**	
1.1	Ability to work effectively within a team environment	Application Form/Interview
1.2	Ability to build effective working relationships with all pupils and colleagues	Application Form/Interview
1.3	Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.4	Experience of working with &/or caring for children	Application Form/Interview
1.5	**Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
1.6	**Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview

1.7	**Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview

2	**Work Related Circumstances – Professional Values & Practices**	
2.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
2.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
2.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
2.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
2.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
2.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

Date Job Description Prepared/Updated	November 2026
Job description Prepared by	S Robinson