



Lever Edge Primary Academy

Lever Edge Lane, Bolton BL3 3HP

JOB DESCRIPTION

Job Details	
School Name	Lever Edge Primary Academy
Job Title	School Meals Supervisory Assistant
Grade	Grade B (Point 3 – 4)
Primary Purpose of Job	Supervision of children on school premises throughout the midday break
Responsible to	School Business Manager and Head Teacher
Principal Responsibilities	To oversee the safety, welfare and good conduct of all pupils on the school premises during the midday break, except those engaged in activities supervised by a teacher

Main Duties	
1.	Supervision of all areas both inside and outside where the pupils congregate during lunchtime
2.	To actively supervise the dining room procedures, including carrying of meals to tables
3.	To positively encourage good behaviour, table manners including the correct use of cutlery and hygiene
4.	To be responsible for organising play activities in the playground or indoors if a wet playtime
5.	Supervision of queues waiting to enter the dining room
6.	To maintain order and safe transfer of pupils to and from the dining area and ensure that all pupils return to the classroom
7.	Leaving the dining room in a tidy condition
8.	Clearing and stacking table equipment and serving dishes
9.	Wiping tables, cleaning up food and spillages on tables and floors
10.	Checking the entitlement of pupils to receive a free meal
11.	To oversee the safety, welfare and good conduct of pupils during the midday break
12.	To administer first aid (if qualified) in the case of a minor accident to ensure children are seen by a first aider, if appropriate
13.	To report behaviour incidents to the appropriate person
14.	To maintain and record accidents
15.	To liaise with the line manager and teaching staff in dealing with problems arising from pupil behaviour and any other matters of concern

Main Duties

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| 16. | To report any safeguarding concerns to the Designated Safeguarding Lead |
| 17. | To contribute as a member of the team to the ethos and environment of the school |

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control

Job Description prepared by:	Lever Edge Primary Academy
Job Description updated:	01 December 2020



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PERSON SPECIFICATION

Job Details	
School Name	Lever Edge Primary Academy
Job Title	School Meals Supervisory Assistant
Grade	Grade B (Point 3 – 4)

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Ability to work effectively within a team environment	Application Form / Interview/Test
2.	Ability to build effective working relationships with all pupils and colleagues	Application Form / Interview/Test
3.	Ability to promote a positive ethos and role model positive attributes	Application Form / Interview/Test
4.	Ability to relate well to children and adults	Application Form / Interview
5.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form / Interview
6.	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to their safety, welfare and good conduct	Application Form / Interview
7.	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form / Interview
8.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form / Interview
9.	Able to liaise sensitively and effectively with parents and carers recognising their role in pupils learning	Application Form / Interview
10.	Awareness of safeguarding principles and safe working practises	Application Form / Interview
11.	Displays commitment to the protection and safeguarding of children and young people	Application Form / Interview
12.	Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedure	Application Form / Interview

Skills and Knowledge		Method of Assessment
13.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	Experience of working with &/or caring for children	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.		Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.		Certificate

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Person Specification prepared by:	Lever Edge Primary Academy
Person Specification updated:	01 December 2020

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.