

**WARWICKSHIRE COUNTY COUNCIL
PAY AND CONDITIONS REVIEW PROJECT 2006/07
ROLE DESCRIPTORS FOR POSTS IN SCHOOLS**

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: MIDDAY SUPERVISOR / DINING ROOM ASSISTANT
(This post will normally work with primary aged pupils). JEID REF: C0326
(new)

POST LEVEL : Band B, scp 6 - 8

BROAD DESCRIPTION:

Supervise and ensure the safety and well-being of pupils during the lunchtime period.
Prepare dining area for lunchtime.

Works under the general direction of the Senior MDS or other designated person in charge.

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

Responsibility for physical resources: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

Responsibility for Safeguarding: Contribute to establishing and maintaining a culture of safeguarding children. Contribute to the school's statutory duty to safeguard and promote the welfare of children. An enhanced DBS check with Barred List check is mandatory for this role.

TYPICAL TASKS

Prepare dining area for lunch (put out chairs/tables). Help clear tables / chairs
Supervise toileting and washroom activity
Escort children to and from dining room
Supervise collection of meals and assist with use of cutlery
Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables
Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away
Supervise classroom and outside activities, encouraging inclusion
Ensure orderly return to classroom

Attend to minor accidents or to pupils who become ill

Report to SMDS if accident occurs or if pupil falls ill

Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy

Report to SMDS any breaches of school rules

QUALIFICATIONS / TRAINING AND LIKELY ABILITIES

Literacy skills to be able to understand school policies and complete accident book

Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, confidentiality and other school rules

Be aware of cultural differences