Job Description

BARNSLEY
Metropolitan Borough Council

DIRECTORATE/DEPARTMENT: Children, Young People & Families	
SERVICE AREA: Any Schools	SECTION: Generic

JOB TITLE: Generic School Meals Supervisory Assistant	
JOB REFERENCE NO: 72929	GRADE: 1

RESPONSIBLE TO:	Senior School Meals Supervisory Assistant

EMPLOYEE SUPERVISION:	None

Purpose of Post:

To undertake the supervision of pupils in and around school during break/s and lunchtimes. To ensure the safety, welfare, good conduct and discipline of students.

Key Areas:

1. **Supervision of students on school premises.**
2. **Ensure the health, safety & well being of students.**

Duties and Responsibilities:

1. **To actively supervise students in the dining room, playground and/or other areas as directed by the Senior School Meals Supervisory Assistant.**
2. **To ensure pupils are in their designated areas (weather dependant) at break/s and lunchtimes and help to maintain a safe environment.**
3. **To encourage pupils to maintain hygiene standards.**
4. **To ensure all tables in the dining room are clean and any spillages are cleared.**
5. **Report any incidents or concerns about behaviour or safety of pupils to the Senior School Meals Supervisory Assistant.**
6. **Be aware of and comply with policies and procedures relating to child protection and health and safety.**
7. **Contribute to the overall ethos, work and aims of the school.**
8. **Participate in training, other learning activities and performance development as required.**

The Council 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.

Date Job Description Revised: August 2012	By whom: Human Resources - Pay & Reward Team

© Barnsley MBC

EMPLOYEE SPECIFICATION

The Council 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.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Generic School Meals Supervisory Assistant	**Directorate/School: Generic**	**Grade: 1**

Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
1.	Relevant Experience	Experience of working with children.	Application/Interview	Essential
2.	Education and Training Attainments	No formal qualifications are required as training will be provided.	Application Form	Minor
3.		Willingness to undertake any appropriate training relevant to the post.	Application/Interview	Essential
4.	General and Special Knowledge	Awareness of health and safety.	Application/Interview	Essential
		Awareness of basic first aid.	Application/Interview	Minor

	Skills and Abilities	**The ability to work as part of a team.** **Ability to follow instructions.** **Good communication skills.**	**Application/Interview** **Application/Interview** **Application/Interview**	**Essential** **Essential** **Essential**
	Additional Factors	**Willingness to work flexibly.** **Commitment to Equal Opportunities.**	**Application/Interview** **Application/Interview**	**Essential** **Essential**