***Job***

***Description***

BARNSLEY

Metropolitan Borough Council

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

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

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| **RESPONSIBLE TO:** | **Senior School Meals Supervisory Assistant** |

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| **EMPLOYEE SUPERVISION:** | **None** | |
| **DATE AGREED:** | | **BY WHOM:** |

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| **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.***

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| **Date Job Description Revised:** | **By whom:** |