

JOB DESCRIPTION



Midday Supervisory Assistant at Princes Primary School

Princes is situated on 3 sites. The main site is in Selborne Street and we have 2 satellite units at Phoenix and Smithdown Primary Schools. The post is across the whole school and the successful applicant will be expected to work with different groups and ages of children.

Hours 11.45am - 1.30pm Monday to Friday (term time only).

Times below are approximate

At 11.45am you may either:

a) Join your assigned class/group of children. Help them to prepare for lunch, wash their hands and escort them to the dining room.

or

b) Collect the lunch trolley and take to one of three areas in the school.

At 12.00pm your duties are to:-

- Help to serve lunch
- Help the children to eat their lunch
- Help with drinks
- Help to maintain health and safety through this period
- Work to individual instruction for each child
- Help support good manners during lunch time
- Help the children to be as independent as possible over this period
- Clear the tables and ensure the eating areas/floors are clean and tidy

At 12.30pm your duties are to:-

Help children return to class and:

- Support with toileting
- Wash hands
- Get coats on and prepare for outdoor play
- Escort children to play
- Help with selected play equipment and supervise children at all times.
- Take direction from staff for indoor play if it is raining

At 12.45pm:-

This is a time to support children in their play activities and cooperation with each other. It is a valued learning time for our pupils.

It is important to remain vigilant and maintain high levels of health and safety at all times. It is also important to ensure any accidents/incidents are reported to the appropriate person.

At 1.25pm:-

Support children to return to class and prepare for the afternoon sessions.