



# Princes Primary School

## JOB DESCRIPTION

### Midday Supervisory Assistant

Princes is situated on 3 sites. The main site is in Selborne Street and we have 2 satellite units at Matthew Arnold and Smithdown Primary Schools. The vacant post is based in Princes@Matthew Arnold School and the successful applicant will be expected to work with the younger children in the school.

Hours 11.30am - 1.15pm Monday to Friday (term time only).

There are 4 Midday Supervisory Assistants at Princes@Matthew Arnold and they share the responsibilities on a rota basis and could consist of the following:-

- Collecting the food from the kitchen and serving the dinners to the children
- Help the children to eat their lunch
- 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

After lunch:-

- 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 raining
- Support the children in their play activities and cooperation with each other. It is a valued learning time for out pupils.
- Support children to return to class and prepare for the afternoon sessions
- The post hold may also be asked to return the used crockery and cutlery to the kitchen to be washed

As the children are younger, some Nursery age, there will be an element of toileting. Full support and training will be provided for the successful applicant.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

Princes Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.