### Bolton Council

**St Michael’s CEP**

**JOB DESCRIPTION**

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| **Department** | CHILDREN’S SERVICES |
| **Job Title** | **School meals supervisory assistant**  |
| **Grade** | Grade B |
| **Primary Purpose of the Job** | Supervision of children on school premises throughout the mid-day break. |
| **Responsible to** | Head Teacher |
| **Responsible for** |   |
| **Principal Responsibilities** | The supervision of children throughout the mid-day break |

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| **MAIN DUTIES** |
|  | Duties will be allocated by the Head Teacher but will include the following:1. Supervision of all areas both inside and outside where the pupils congregate during lunchtime
2. Ensuring all children in allocated class are accounted for – using the class list
3. Supervision of queues waiting to enter the dining room
4. Supervision of allocated class whilst in the dining room
5. Leaving the dining room in a tidy condition
6. Ensuring that all pupils return to the classroom and class staff are made aware of strengths and any areas for improvement
7. Completion of tasks between 1.15-1.25pm as directed by the teacher responsible for the class
8. Ensuring that class lunchtime equipment bags are returned at the end of the lunch break
9. Any other appropriate duties commensurate with the grade of the post which may be required from time to time.
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| Date Job Description prepared/updated Sept 21 |  |
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**Bolton Council**

**PERSON SPECIFICATION**

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| **Department** | Children’s services |
| **Job Title****Grade** | SCHOOL MEALS SUPERVISORY ASSISTANTGrade B |   |

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** |
| 1.1 | Ability to work effectively within a team environment | Application Form/Interview |
| 1.2 | Ability to build effective working relationships with all pupils and colleagues | Application Form/Interview |
| 1.3 | Ability to promote a positive ethos and role model positive attributes | Application Form/Interview |
| 1.4 | Experience of working with &/or caring for children  | Application Form/Interview |
| 1.5 | **Customer Care -** Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users. | Application Form/Interview |
| 1.6 | Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage. | Application Form/Interview |
| 1.7 | **Developing Self and Others** - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others | Application Form/Interview |

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| **2 Work Related Circumstances – Professional Values & Practices** |
| 2.1 | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | Application Form & Interview |
| 2.2 | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | Application Form & Interview |
| 2.3 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work | Application Form & Interview |
| 2.4 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form & Interview |
|  |  | Application Form & Interview |
| 2.5 | Able to improve their own practice through observations, training, evaluations and discussion with colleagues. | Application Form & Interview |