

# St Leonard's C.E. Primary School

## TITLE SUPERVISORY ASSISTANT

POST 1 hour 20 minutes per day Monday - Friday, 12.00pm - 1.20pm term time only. Grade 1, spinal point 8

## ROLE DESCRIPTION

Responsible, under the direction of the Head or such other Officer as may be designated by the Bridgnorth Area Schools' Trust, individually or as a member of a team, for securing the safety, welfare and good conduct of pupils during the mid-day break period, in accordance with the practices and procedures of the Bridgnorth Area Schools' Trust.

## DUTIES

Duties will include

- The supervision of the pupils in the Dining Hall, playground areas and school premises.
- The recording of all accidents and incidents, as necessary, following school guidelines.
- Being aware of the contents of any medical register, maintaining confidentiality at all times.
- Administering medicines when necessary, following school guidelines.
- Duties may also include ancillary associated duties (for example cleaning up spillages, ensuring tables are clean, etc) to ensure the maintenance of good order and discipline.
- To carry out any other duties deemed appropriate by the Head Teacher in connection with the supervision of children during the school lunch period.

## HOLIDAYS

Holidays must be taken during school holidays.

## QUALIFICATIONS

First Aid at Work qualification desirable, not essential, but you must be willing to undertake the relevant training.

Signed.....Head Teacher

Date.....

Signed.....Lunchtime Supervisor

Date.....

