



JOB DESCRIPTION

- JOB TITLE:** Midday Supervisory Assistant (Bank Staff)
- LOCATION:** Silsoe VC Lower School, Chestnut Avenue, Silsoe, Bedford, MK45 4GP
- RESPONSIBLE TO:** Senior Supervisory Assistant under the general direction of the Headteacher
- JOB PURPOSE:** To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

Main duties and responsibilities:

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
2. Supervision of hand washing as required.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room, which might be required.
4. Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery, assistance in the clearance of any spillage etc. if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
8. Organising play/games as appropriate on the playground/school field and inside school on wet days.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To actively promote and support the safeguarding of children and young people in the setting, ensuring that school safeguarding policies and procedures are observed at all times.
11. To be aware of safeguarding issues, reporting where necessary to the designated safeguarding lead.



12. To be aware of and respond to the Prevent Strategy.

13. To undertake any other duties of a similar level and responsibility as may be required.