



St Joseph's Catholic Academy  
*Member of the Newman Catholic Collegiate*

Mobberley Road, Goldenhill, Stoke-on-Trent ST6 5RN  
Tel: (01782) 235393 Fax: (01782) 235394  
[www.stjosephscatholicacademy.co.uk](http://www.stjosephscatholicacademy.co.uk)  
email: [stjoseph@sjnewman.co.uk](mailto:stjoseph@sjnewman.co.uk)  
Principal - Mrs L Hamilton

## JOB DESCRIPTION

**JOB TITLE:** Supervisory Assistant (lunchtime)

**PURPOSE OF POST:** To be responsible for the care of the children during the school lunchbreak.

**GRADE:** Level 2

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### DUTIES:

1. Where necessary, escorting the children to and from the school dining room.
2. Assisting the children with their table manners and use of cutlery and assisting with the cutting of meat etc for smaller children. Encouraging children to eat meals.
3. Supervision of children before, during and after the meal, including the supervising of children, clearing plates, etc.
4. Organising games and activities. Modelling games and activities. Engaging with all children on the playground.
5. Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
6. Patrolling the playground and "out of bounds" areas regularly.
7. Supervision of children bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
8. Responsibility for ensuring that the dining room equipment is hygienically maintained.
8. Report safeguarding concerns to the Principal or Vice Principal.



**NAME: Mrs L Hamilton, Principal**

**Signed** .....

**Date:** .....

**EMPLOYEE NAME:** \_\_\_\_\_

**Signed** .....

**Date:** .....



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in Faith and Friendship

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Principal: Mrs E Thomas

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