

Job Description and Person Specification

Midday Supervisory Assistant

Job details	
Job title	Midday Supervisory Assistant
School	Watlington Community Primary School
Grade	Scale A
Responsible to	Lunchtime Lead Teacher
Effective date	September 2026

Role and context
<p>Job purpose</p> <ul style="list-style-type: none"> Supervise pupils under the direction of the Lunchtime Lead Teacher. To ensure the safety and well-being of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.

Accountability
Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Lunchtime Lead Teacher in order to ensure the safety and good behaviour of the children.
Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
The maintenance of good order at all times to ensure school standards are adhered with.
General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.
Supervision of movement of pupils to and from dining room in order to ensure the safety and well-being of the pupils.
Set up and clear away tables in dining room.

Person specification
Skills/knowledge
<ol style="list-style-type: none"> Empathy with children Able to exert authority and give directions/instruction in a confident manner Able to communicate with children and adults Knowledge of school standards and procedures Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc. Flexibility Approachability