



Role Descriptor for posts in schools

Newburgh Primary School ~ Job Description

Post Title: Midday Supervisor/Dining Room Assistant (this post will normally work with primary aged pupils)

note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

JEID Ref: C0326

Post Level: Band B

Broad Description

- Supervise and ensure the safety and well-being of pupils during the lunchtime period. Prepare dining area for lunchtime. Works under the general direction of the senior MDS or other designated person in charge.
- **Responsibility for people:** The post has some impact on the well-being of individuals or groups (i.e. Physical, mental, social, health & safety).
- **Responsibility for staff:** The post has limited (or no) responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.
- **Responsibility for budget:** The post has limited (or no) direct responsibility for financial resources other than occasional handling of small amounts of cash, processing cheques.
- **Responsibility for physical resources:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

Typical tasks

Prepare dining area for lunch (put out chairs and tables). Help clear chairs and tables.
Supervise toileting and washroom activity.
Escort children to and from dining room.
Supervise collection of meals and assist with use of cutlery.
Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables.
Supervise classroom and outside activities, encouraging inclusion.
Ensure orderly return to classroom.
Attend to minor accidents or to pupils who become ill.
Report to SMDS if accident occurs or pupil falls ill.
Monitor pupil behaviour, intervening as necessary in accordance with the behaviour policy.
Report to SMDS and breaches of school rules.

Qualifications, training and likely abilities

Literacy skills to be able to understand school policies and complete accident book.
Be able to understand, comply and work within policies e.g. school behaviour policy, child protection policy, health & safety, confidentiality and other school rules.
Be aware of cultural differences.