



Job Title Supervisory Assistant		Thematic Area Children's Services – Albert Pritchard Infants and Wood Green Junior Federated Schools	
Post No.	Grade B	Service Schools	Location Wood Green Junior
Responsible to Senior/Principal Supervisory Assistant	Contacts	Persons responsible for: <i>(May be presented in the form of an organisation chart)</i> Attach separate sheet	
		Special conditions	
Working hours 5 hours per week term time only		Conditions of Service NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

Working under the direction of the Senior/Principal Supervisory Assistant to supervise children during the school lunch time.

Your current duties and responsibilities are:-

1. Supervision of hand-washing before and after meals.
2. Escorting children to and from school to the dining room
3. Assisting the children with table manners, use of cutlery, cutting of meat, serving etc
4. Supervision of return of table equipment to 'Returns' counter
5. Cleaning up any spillages etc in the Dining Room classroom and toilets
6. Supervision of children before and after the meal and playground duty
7. Organising games and activities in line with school's policy for enrichment activities
8. To participate in the operation of the school's Appraisal Scheme.
9. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
10. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
11. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Job Title	Supervisory Assistant			Directorate	Children's Services
JE Reference No:	ECS11	Grade	B	Service	Schools
				Date of Issue	April 2014

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Action 2010. (This information will be obtained from successful candidates after conditional offer of employment has been made).</p>
Qualifications	None
Experience	Experience of working with children desirable.
Disposition	<p>Good Communications skills</p> <p>Reasonable level of Literacy skills</p>
Legal Requirements	<p>All employees must adhere to the Authority's Relations governing the Catering Service in School with particular reference to those relating to Food Hygiene and Health and Safety at Work.</p> <p>Enhanced DBS Check for Regulated Activity.</p>

<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	
<p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>Good communication skills Reasonable level of Literacy skill</p>
<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	
<p>Legal Requirements Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>	<p>All employees must adhere to the Authority's Regulations governing the Catering Service in Schools with particular reference to those relating to Food Hygiene and Health and Safety at Work.</p> <p>Enhanced DBS Check for Regulated Activity</p>

