

**St. Leonard's Catholic School**

**Job Description**

Job Title	Lunchtime Supervisory Assistant
Grade	Grade I SCP 10
Hours of Duty	6 ¼ hours per week  Monday, Tuesday, Thursday and Friday - 12.15 p.m. – 1.30 p.m.  Wednesday - 12.25 p.m. – 1.40 p.m.
Postholder	Vacancy
Contract Status	Permanent
Responsible to	Head Teacher, Assistant Head Teacher and Governors
Principle Function	Provide mealtime supervision
Main Areas of Responsibility	<ul style="list-style-type: none"><li>• Maintaining order during lunchtime, including any spillages</li><li>• Cleaning tables and chairs</li><li>• Looking after pupils in playground areas</li><li>• An ability to work as part of a team is necessary</li><li>• To follow the school's policies, including those on behaviour management.</li></ul>
Health and Safety	<ul style="list-style-type: none"><li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li><li>• Co-operate with the employer on all issues to do with Health, Safety and Welfare including the safeguarding of all students.</li></ul>

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the postholder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.

Signed: .....

Date: .....