Job Description

Details of Post

- Title: Supervisory Assistant (Lunchtime) Level 1
- Employer/Trust: TrustEd Schools Alliance
- Reporting to:
- Main Workplace: Alveley Primary School
- Post Number:
- Grade and SCP: Grade 1 (SCP 3)
- Closing Date: 11th December 2026 we reserve the right to close this advertisement early

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration

Purpose of Post

Under the direction of senior staff; support and supervise the children at lunchtime in the dining hall, and care for and play with the children on the school grounds when the weather is fine, or in the classroom when it is wet.

Principal Duties and Responsibilities

1. Main Responsibilities

- Supervise and help the children to eat their lunches.
- Maintain calm discipline according to the rules of the schools.
- Interact with the children and organise games and activities during wet and dry lunchtimes.
- Assist in clearing the hall and cloakrooms, and the classrooms after a wet lunchtime.
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record in the appropriate books.
- Monitor the playground; watching for fights, possible bullying, isolated children and people arriving and leaving the site.
- Liaise with senior members of staff regarding issues arising and possible courses of action.

2. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

3. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

4. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

5. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

6. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: .....

Signed: ..... Date: .....

Name of line manager: .....

Signed: ..... Date: .....