



Midday Supervisory Assistant

Kessingland Church of England Primary Academy is looking for a committed and enthusiastic Midday Supervisory Assistant to join our excellent team, effective from January 2025.

Purpose of the post:

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Responsibilities:

- To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance if needed.
- To report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

Please return your completed applications along with your supporting letter detailing how you meet the person specification to Suzanne Downie via email (suzanne.downie@kessingland.dneat.org). Please note, CV's are not accepted. We reserve the right to close this vacancy early and interview sooner if we receive sufficient applications for the role.

Closing date: Monday 6th January 2025 12:00pm

Interviews: Week commencing 6th January 2025

Hours: 6.25 hours per week

Term: 38 weeks per annum

Salary: Point 2

The academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced DBS disclosure will be sought.