Job Description

St.Helens Council

Post: Midday Supervisor

Grade: SCP 3

Responsible to: Head Teacher, Senior Supervisor, or other designated officers.

Purpose of the Post: Responsible under the direction of the head teacher of the establishment or such officer as may be designated by the Authority, individually or as a member of a team, for securing the safety, welfare and good conduct of the children and follow the practices and procedure of the School and Local Authority.
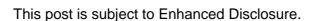
Duties and Responsibilities:

1. The supervision of the pupils in the dining hall, playground areas and school premises and may include associated duties.

   - Cleaning up spillages
   - Ensuring tables are clean and clear
   - Supervising washing of hands and to assist and train children in their feeding and good table manners
   - Report all accidents to the Head or designated officer.
   - To ensure maintenance of good order discipline.

2. The post holder may reasonably be expected, from time to time, to undertake other duties commensurate with the level of responsibility that may be allocated.

3. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.

4. To comply with the School's Whistle Blowing Policy.

5. To comply with the School's comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

6. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within the job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

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