**EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION**

**Job Title:** Midday Supervisory Assistant

**School:**

**Grade:** Single Status 3

**Responsible to:** Senior Midday Supervisory Assistant

**Purpose of the Role:**

To supervise and take care of the children during the lunch time period in all areas inside and outside of the school.

**Key tasks:**

1. Supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Mid-day Supervisory Assistant.
2. Provide positive and firm control by implementing the school discipline /behaviour policy. Encourage play activities.
3. Deal with cases of unruly or unsocial behaviour by pupils where appropriate or report the incident immediately to the headteacher or his/her nominated representative.
4. Mop up and wipe spillage from the floor surfaces or meal tables and ensure that the dining area is left in a tidy condition.
5. Ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. Check that no pupil remains in outside areas when afternoon lessons are about to begin.

## PERSON SPECIFICATION

**Essential key skills, abilities, knowledge, experience, values and behaviours**

1. Ability to use language and other communication skills that children can relate to.
2. Able to converse at ease with customer and provide advice in accurate spoken English.
3. Ability to demonstrate active listening skills.
4. Ability to empathise with the needs of children.
5. Ability to work within and apply all school policies e.g. behaviour management, Health and Safety, Equal Opportunities.
6. Ability to work effectively with colleagues.
7. A basic knowledge of Health and Safety requirements in a school environment.
8. Knowledge of the school's behaviour management policy.
9. Experience of establishing positive relationships with children.
10. Willingness to participate in training and developmental opportunities offered by the school and county.
11. Willingness to maintain confidentiality on all school matters.

**Desirable key skills, abilities, knowledge, experience, values and behaviours**

12. Previous experience of working as a Mid-day Supervisory Assistant or other work involving children.

**Document version control:**

Date created/amended: April 2026

Name of person created/amended document: HG

Job Evaluation Reference:

## Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
|---|---|
| Using display screen equipment | No |
| Working with children and/or people with care and support needs | Yes |
| Moving and handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift or night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and/or vibration | Yes |
| Food handling | Yes |
| Exposure to blood or body fluids | No |