Northumberland County Council
JOB DESCRIPTION

<table>
<tr><td colspan="2">Post Title: Lunchtime Supervisory Assistant</td><td colspan="2">Director/Service/Sector: Children's Services</td><td>Office Use</td></tr>
<tr><td colspan="2">Band: 1</td><td colspan="2">Workplace: School based</td><td rowspan="2">JE ref: SG9
HRMS ref:</td></tr>
<tr><td colspan="2">Responsible to: Senior Lunchtime Supervisory Assistant or Head-teacher</td><td>Date: December 2026</td><td>Lead & Man Induction:</td></tr>
<tr><td colspan="5">Job Purpose: Under the direction of a Senior Lunchtime Supervisory Assistant or the Headteacher, to ensure the safety, welfare and good conduct of pupils during the midday break period.</td></tr>
<tr><td>Resources Staff</td><td colspan="4">None.</td></tr>
<tr><td>Finance</td><td colspan="4">None.</td></tr>
<tr><td>Physical</td><td colspan="4">None.</td></tr>
<tr><td>Clients</td><td colspan="4">None.</td></tr>
<tr><td colspan="5">Duties and key result areas: Individually or as part of a team, Include but are not restricted to:-

1. Supervise pupils in the dining hall, playground areas and school premises.

2. Ensure the maintenance of good order and discipline.

3. Deal with accidents and incidents in accordance with school procedures.

4. Clean up spillages as necessary.

5. Other duties appropriate to the nature, level and grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</td></tr>
<tr><td colspan="5">Work Arrangements</td></tr>
<tr><td>Physical requirements:</td><td colspan="4">Continuous standing and walking.</td></tr>
<tr><td>Transport requirements:</td><td colspan="4">None.</td></tr>
<tr><td>Working patterns:</td><td colspan="4">Monday to Friday lunchtime working.</td></tr>
<tr><td>Working conditions:</td><td colspan="4">Outside working.</td></tr>
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PERSON SPECIFICATION

Post Title: Lunchtime Supervisory Assistant	**Director/Service/Sector:** Children's Services	**Ref:** SG9
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
No particular qualifications or knowledge are required.		
Experience		
No specific experience in the workplace is necessary.	Some experience in a similar environment.	
Skills and competencies		
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.		
Physical, mental and emotional demands		
Ability to work outdoors all year round.		
Motivation		
A commitment to providing a quality service to customers.	A willingness to undertake job related training.	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits