



## **City of Edinburgh Council Job Outline**

### **DEPARTMENT:**

Children and Families

### **SECTION:**

Schools & Community Services

### **POST:**

Supervisory Assistant (Dinning Room)

### **RESPONSIBLE TO:**

Business Manager / Head Teacher

### **PURPOSE OF THE JOB:**

To provide supervision to children during non-teaching times, namely when in the playground and/or in the dining room.

### **MAJOR TASKS/JOB ACTIVITIES:**

Responsible, under the direction of the Business Manager or Head Teacher or such other 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 pupils during the midday break period in accordance with the practices and procedures of the local authority.

Duties will include:

Supervision of the pupils in the dining hall, playground areas and school premises

Ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.)

To ensure the maintenance of good order and discipline.

### **RESPONSIBLE FOR:**

None.

### **ADDITIONAL INFORMATION / CONDITIONS:**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. From 28 February 2011, preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

**EMPLOYEE SPECIFICATION:****Council Core Competencies:****These Council Core Competencies apply to all positions:**

Being Customer/Client Focused  
Working Effectively with Others  
Managing Change  
Taking Ownership and Responsibility  
Communicating Effectively  
Planning and Decision Making

**These Council Core Competencies apply to positions with responsibility for managing people or resources:**

Leading Others  
Managing Performance and Developing others  
Political Sensitivity

<b>Supervisory Assistant (Dinning Room)</b>	<b>Essential</b>	<b>Desirable</b>
Experience		Previous experience of working with children
Knowledge, Skills and Understanding	Understanding the needs of children and able to respond appropriately  Able to communicate effectively with pupils, staff and parents	Awareness of Health and Safety regulations
Qualifications and Training	A good general basic education	
Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.		