



MARICOURT CATHOLIC HIGH SCHOOL
JOB DESCRIPTION and PERSON SPECIFICATION

Post: Lunchtime Supervisory Assistant
6.25 hours per week term time only

Grade: Grade B SCP 2

Responsible To:

Headteacher, Senior Leadership Team and Business Manager

Responsible For:

N/A

JOB PURPOSE

Responsible under the direction of the Headteacher, 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 established practices and procedures.

MAIN DUTIES

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

To support the policies, procedures and processes laid down in the Staff Manual and as directed by the Governing Body and the Senior Management of the school.

Summary of main duties

- Assist the teaching staff with the orderly entry of pupils into the dining area of the school.
- Establish good working relationships with pupils, acting as a role model.
- Supervise the pupils in the area(s) designated to you which may be in the designated play areas in the school premise or in the dining room.
- Supervision of pupils in the external play areas which may include assisting with appropriate activities in wet weather.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Report any concerns or unacceptable incidents to a senior member of staff, immediately if necessary.

- Be prepared to undergo appropriate training.
- Any other duties commensurate with the scale of the post as and when required.
- Administration of first aid as required.

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

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Maricourt Catholic High School

PERSON SPECIFICATION

Post: Welfare Assistant

School: Maricourt Catholic High School

Essential	Evidenced by
<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Achievement of Enhanced Clearance through the Disclosure and Barring Service.• Able to work as part of a team or under own initiative with minimal supervision.• Ability to relate well with young people• Good communication skills• Approachable but professional manner• Excellent interpersonal skills	<p>Application, interview and reference</p> <p>Application and reference</p> <p>Application, interview and reference</p> <p>Interview, reference</p> <p>Application, interview, reference</p> <p>Interview, reference</p> <p>Interview, reference</p>
Desirable	
<ul style="list-style-type: none">• Experience of working in a school environment• Experience of working with young people.	<p>Application and reference</p> <p>Application and reference</p>

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Prepared by: Kim Harrison

Designation: School Business Manager

Date: September 2025

