

Job Description

Post Title:	Child Supervisory Support Officer (CSSO)
Salary:	Grade 1
Hours:	5 hours per week. Term time only
Location:	Stepney Primary School
Organisational:	Reporting to: Senior Lunch time Supervisor

Key Responsibilities

- Supervise pupils in the dining areas, playgrounds or other parts of the school premises.
- Ensure good standards of behaviour by the pupils are maintained and engage children in developmental play in the playground.
- To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
- Ensure school security procedures are maintained.
- Provide welfare support to the pupils of the school, including undertaking first aid duties. Change clothes, clean and care for the personal cleanliness of the children as appropriate.
- To promote and safeguard the welfare of children and young people.
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the schools Health & Safety Policy.

Co-operative Values

Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

As an employee of the Yorkshire & the Co-operative Learning Trust you will be expected perform this role with these values underpinning all elements.

Safeguarding

The Yorkshire & the Humber Cooperative Learning Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibility for Staff:	None
Responsibility for Customers/Clients:	• To promote healthy eating for children and encourage good dining habits. • To encourage children to make the right choice and maintain good behaviour at all times.
Responsibility for Budgets/Financial resources:	None
Responsibility for Physical Resources:	• To maintain a safe and engaging environment in the dining area, on the playground and all other areas in school. • To ensure all dining furniture and play resources are used appropriately and stored correctly.

Personal Specification

		E	D	How Identified
Qualifications	Basic literacy and numeracy, Level 2 or equivalent	✓		Application Form Certificates
	First Aid certificate		✓	
Experience & Knowledge	Working with or caring for children of relevant age	✓		Application Form Interview
	Collaborative working within a team	✓		
	A good understanding of healthy eating for children	✓		
	A secure knowledge of good dining habits	✓		
	Good understanding of the Trust's vision, purpose and objectives	✓		
	An understanding of why equality of opportunity is important	✓		
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
Skills/Attributes	Basic level of literacy and numeracy skills	✓		Application Form Interview
	Ability to work well as part of a team	✓		
	Good level of self-motivation, flexibility and organisational skills	✓		
	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to communicate effectively with children, parents/carers, colleague and outside agencies.	✓		
	To show respect and courtesy at all times when dealing with routine enquiries from pupils, parents/carers, colleagues and members of the public	✓		
	Ability to establish professional, effective working relationships with a range of partners/colleagues, children and young people	✓		
	Basic written/email correspondence appropriate to respondents. Basic accurate report writing and record keeping appropriate to requirements.	✓		
Disclosure & Barring Service:	The successful candidate's appointment will be subject to the School obtaining a satisfactory and Enhanced disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).	✓		DBS
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF(after short listing)