

JOB DESCRIPTION

Post title: Lunchtime Supervisor

Grade/salary: DALP MW

Reports to: Senior Midday Supervisor

Position: Part time, term time (44.4 weeks)

General information:

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room, corridors and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Principal.

Duties:

These will be allocated by the Principal and Senior Midday Supervisor in accordance with scheme of Midday Supervision for the school and will include:

1. To supervise dining areas
2. To control queues to dining areas.
3. To ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
4. To remove any spillage quickly in dining room and surrounding social areas.
5. To ensure that trays are not left in dangerous positions, and are wiped where necessary.
6. To supervise the return of used crockery and cutlery by the children.
7. To ensure the children leave the tables clean for next occupant.

8. To ensure that dining areas are left clean and tidy.
9. To spot clean areas as required
10. To supervise outside dining areas by moving around amongst the children within the area you are covering.
11. To promote safe and acceptable standards of behaviour.
12. To ensure the safety of children and property during the supervisory period
13. To assist in clearing of dining room and adjacent corridors between break and lunchtime
14. To carry out various tasks in support of other school departments when required.

General

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General to all employees

- This job specification is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To comply with the requirements of the Health and Safety at Work regulations.
- To take reasonable care of the Health and Safety of him/herself and for others affected by his/her work and to co-operate with the employer in ensuring the Health and Safety responsibilities are carried out.
- Diverse Academies Trust has an Equal Opportunities and a No Smoking Policy. All employees are expected to be committed to these.

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The academy will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

- The academy is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Good Standard of Educations, numerate and literate		/	App Form Interview References
Experience, knowledge and understanding			
Previous experience of working with children or young adults		/	App Form Interview References
Ability to communicate effectively	/		
Ability to be fair but firm at all times	/		
Understanding of issues of confidentiality	/		
Awareness of Health and Safety, equal opportunities, data protection, safeguarding and other relevant policies.		/	
Personal attributes and qualities			
Enthusiastic, confident, positive, self-motivated and determined	/		App Form Interview References
Adaptable and flexible	/		
Ability to stay calm and relaxed under pressure and yet still deliver	/		
Displays integrity	/		
Willingness to work hard	/		
Patient and approachable	/		
Ability to work as part of a team	/		
Ability to build and maintain good relationships	/		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Interview Pre-employment checks
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		