

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	Midday Supervisor
Salary and hours	NJC 2, 11.25 hours per week, 38 weeks per year
Responsible to	Senior Midday Supervisor / Catering Manager
Responsible for	Not Applicable

Core Purpose	<ul style="list-style-type: none"> ▪ To oversee the smooth-running of activities ensuring the well-being of all students during lunchtime
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Key Areas of Responsibilities and Accountability include:

Core Duties:

1. Supervising students in the dining hall and other parts of the Academy
2. Assisting SEN students with a variety of tasks
3. Cleaning up spillages
4. Helping to clear away food and stack tables and chairs after students have left the dining hall
5. Ensuring students keep out of areas that are out of bounds, and do not leave the premises in accordance with the Academy policy
6. Dealing with any incidents of misbehaviour and reporting any problems they are unable to resolve to the member of staff on duty or member of the Senior Leadership Team
7. Tending to students who are sick or injured, ensuring they receive appropriate medical attention, and reporting any serious accidents
8. Being aware of responsibilities under child protection legislation, and reporting concerns to a senior supervisor or the Headteacher.
9. Assisting with extra-curricular activities if required
10. Supporting vulnerable students as required.

Whole School Responsibilities:

1. Be a positive influence on the climate and culture of the Academy and lead by example at all times
2. Model good practice across the Academy

Other:

1. Attend staff meetings as required.
2. To participate in a personal staff development/appraisal process in accordance with Academy policy
3. Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post.

Person Specification

Qualifications and Professional Development

Essential

- No formal education required

Desirable

- Formal Social Care/ Childcare Qualification
- First Aid Qualification

Knowledge, Skills and Competences

Essential:

- Good communication skills
- Ability to work as part of a team
- Basic understanding of school policies and procedures

Desirable:

- Knowledge and understanding Health & Safety

Experience

Essential

- None required

Desirable:

- Experience of working in an educational environment