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## Job Description for School Meals Supervisory Assistant (Midday Supervisor)

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**Responsible to:** Operations Lead

**Based at:** Brinsworth Academy

**Paid on:** Band B

### MAIN DUTIES

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- Supervising pupils queuing for the dining room and supervision/control of students using the toilet facilities.
- Helping with the supervision during the service of meals and in the training of good eating habits and table manners. Wiping tables and emptying bins, along with stacking chairs at the end of the lunch service.
- Supervision in the playground and other social areas
- Reporting to the Operations Lead/member of staff on duty, any accidents and any other matters which need to be brought to their attention
- Any other duties which may be required by the Principal/SLT member or Operations Lead
- Perform other duties as assigned by your line manager.

### METHODS OF WORKING

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- Participate in the staff appraisal system.
- Participate in training as required.
- Contribute to the overall ethos and aims of the Academy
- Attend and participate in meetings
- Appreciate and support the roles of other professionals within the Academy
- Recognise own strengths and areas of expertise and use to support others
- To comply with the requirements of HR, Health & Safety, confidentiality, GDPR other relevant legislation and school policies and procedures.
- To understand and comply with the school's safe guarding policy, equal opportunities and anti-discrimination policy.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for School Meals Supervisory Assistant (Midday Supervisor)

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supervising children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children on a voluntary or paid basis</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good awareness of Health and Safety, basic knowledge of First Aid</li> <li>• Knowledge of safeguarding issues and how child protection impacts on the role of the midday supervisor</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to talk to children and adults in a clear and calm manner</li> <li>• Work as part of a group or on your own</li> <li>• Encourage high standards of pupil behaviour at all times</li> <li>• Respect confidential information</li> <li>• Remain calm in a crisis</li> <li>• Undertake appropriate training as required</li> <li>• Recognising behaviour giving cause for concern and inform teaching staff/SLT</li> <li>• Able to communicate well with staff and children</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Compliance with the Trust's policies, inc. Health &amp; Safety policies</li> <li>• To be committed to safeguarding and promoting the welfare of children, young people and/or vulnerable adults</li> </ul>	

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