

## Job Description

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|--------------------------|-----------------------------------------------------------|
| <b>Post Title:</b>       | Midday Supervisor                                         |
| <b>Location:</b>         | Rushcliffe Spencer Academy                                |
| <b>Salary/Pay Range:</b> | NJC3                                                      |
| <b>Hours of work:</b>    | 12.20 pm to 2.25pm Wednesday and Thursday, term-time only |
| <b>Reporting to:</b>     | Assistant Vice-Principal                                  |

### Overall purpose of role

Each Midday Supervisory Assistant will be allocated areas and pupils for whom they 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 midday supervisor looks after a specific group or area each day they must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

### Main duties and responsibilities

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the pupils wait or queue for their meal. A good standard of behavior 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 pupils always in mind; must show conduct which commands respect; and must see that the pupils behave at all times sensibly and quietly.

The Midday Supervisory Assistant 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 Operations Manager.

### Duties specific to this role

#### Supervision of dining areas

- Control queues to dining areas.
- Ensure that the overall arrangement for pupils to dine promotes an orderly and pleasant meals service.
- Assist as required to relieve any 'bottle neck' at the cash till.
- Ensure that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- Ensure that trays are not left in dangerous positions, and are wiped where necessary.

- Supervise return of used crockery and cutlery by the children.
- Ensure all pupils leave the tables clean for next occupant.
- Ensure that dining areas are left clean and tidy.
- Supervision outside dining areas
- Arrange your supervision so you move around amongst the pupils within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid pupils hurting themselves or damaging property.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

| Qualifications and experience                                                                                                                                        |
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| <p>Experience of establishing positive relationships with children</p> <p>Working within a school environment desirable</p> <p>Working in a customer facing role</p> |

| Knowledge and skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>A basic knowledge of Health &amp; Safety requirements in a school environment</p> <p>Ability to work collaboratively with others</p> <p>Good all-round communication skills with adults and children and ability to demonstrate tact and sensitivity</p> <p>Ability to identify need for action and act calmly in responding to emergencies and the unexpected</p> <p>Ability to work within and apply all school policies e.g. behaviour management, Health &amp; Safety, Equal Opportunities</p> |

| Personal qualities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p>Calm, caring and supportive approach to children and adults</p> <p>Positive, enthusiastic and energetic personality</p> <p>Have a flexible approach to working hours and content of work</p> <p>Willingness to undertake further training e.g. Health and Safety, First Aid courses</p> <p>Excellent time keeping</p> <p>Willingness to accept responsibility</p> <p>Willingness to be involved in wider school activities desirable</p> <p>Able to maintain confidentiality on all school matters</p> <p>Commitment to the highest standards of child protection and safeguarding</p> <p>Recognition of the importance of personal responsibility for health and safety</p> |

