

Job Title – Midday Supervisory Assistant – LGAT 3**Responsible to – Principal****Job Overview**

In conjunction with the kitchen team, the role will be to oversee and support serving the children their lunch and oversee the children having their lunch. In addition, when children have finished their lunch, be responsible, in conjunction with Academy staff, for supervising the movement of students, securing the safety, welfare, and good conduct of students during the midday break.

Main Responsibilities

Under the direct leadership and supervision of the line manager the postholder will undertake a range of duties, which may include:

1. Liaising with Academy colleagues to ensure children receive the correct lunch, as ordered, alongside fulfilling any general administration requirements.
2. Ensuring all necessary safeguarding protocols are followed, including fulfilling any dietary requirements and allergen needs.
3. Supervising pupils whilst eating and outside during the lunch break
4. Communicating effectively with students and staff
5. Mobilising groups, queues, and individuals
6. Undertaking some ancillary work
7. Ensuring that children and people move around in a safe and orderly manner
8. Organising students and accommodation/furniture
9. Ensuring cleanliness and hygiene of work areas where requested, including ancillary duties such as cleaning up spillages, ensuring tables are clean, collecting litter etc
10. Occasionally serving children their lunch, which will be prepared off site.

General

1. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
2. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
3. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.

The following training would be required, which would be organised and funded by the Academy:

- Certificate in Food Hygiene Safety
- Certificate in allergies (and anaphylaxis)
- Fire Warden Training
- Safeguarding (Level 1)

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.