

Job Description and Person Specification

Role	Midday Supervisor
Grade and Range:	Grade 1
Department:	Catering
Location:	Porchester Junior School
Accountable to:	Headteacher
Date last reviewed:	January 2023

Position Overview

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the breakfast & after school club and school lunch breaks

Main Duties

- Supervise pupils in the dining hall
- Control queues to dining areas
- Where required, mark register, issue and collect tokens
- Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service
- Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary
- Supervise return of used trays, crockery and cutlery by the children
- Ensure that tables are left clean for the next occupant
- Ensure dining areas are left clean and tidy
- Assist as required to relieve any 'bottle neck' at the cash till
- Arrange supervision to allow movement amongst the children within the area covered
- Ensure acceptable standards of behaviour are maintained
- Minimise the likelihood of children hurting themselves, others or damaging property
- Supervising pupils in classrooms during bad weather
- 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, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and

responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Experience		
Working in or have worked with children	AF	
Experience of working in a school or similar establishment.		AF/I
Working as part of a team	I	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	

Can work collaboratively with others and develop good working relationships	I	
Skills		
Excellent verbal communication skills	I	
Excellent planning and organisation skills		I/AST
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
Other		
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I