

## Job Description and Person Specification

|                         |                                    |
|-------------------------|------------------------------------|
| <b>Role</b>             | Midday Supervisor Assistant        |
| <b>Grade and Range:</b> | Grade 1, Point 2                   |
| <b>Department:</b>      | Catering                           |
| <b>Accountable to:</b>  | Senior Midday Supervisor Assistant |

### 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.
- 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.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

## 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 by engaging as an active member of the Central Team.
- 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 which could include assisting in other areas of the Central Team and schools.

## 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 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Qualifications</b>                                                                                                                                                      |           |           |
| A good standard of secondary education to GCSE level or equivalent                                                                                                         | AF        |           |
| A good standard of literacy and numeracy                                                                                                                                   | AF        |           |
| <b>Experience</b>                                                                                                                                                          |           |           |
| Working in or have worked in education                                                                                                                                     |           | AF        |
| Working as part of a team                                                                                                                                                  | I         |           |
| Experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area. | I         |           |
| Experience necessary to undertake the full range of supervision and support of children in dining area and playground                                                      | AF        |           |
| Awareness of children with special educational needs (dietary, emotional, physical)                                                                                        |           | I         |
| Awareness of pupils on special or restricted diets for medical reasons                                                                                                     |           | I         |
| Awareness of basic health and safety, first aid procedures, fire evacuation procedures                                                                                     |           | I         |
| <b>Behaviours</b>                                                                                                                                                          |           |           |
| Excellent communicator                                                                                                                                                     | I         |           |
| Professional and approachable                                                                                                                                              | I         |           |

|                                                                                                                     |   |      |
|---------------------------------------------------------------------------------------------------------------------|---|------|
| Ability to problem-solve as part of a team or working alone                                                         | I |      |
| Confident at following through on tasks                                                                             | I |      |
| Proactive                                                                                                           | I |      |
| Positive attitude                                                                                                   | I |      |
| Demonstrates resilience                                                                                             | I |      |
| Can work collaboratively with others and develop good working relationships                                         | I |      |
| <b>Skills</b>                                                                                                       |   |      |
| Excellent verbal communication skills                                                                               | I |      |
| Excellent planning and organisation skills                                                                          | I |      |
| Ability to prioritise and multitask                                                                                 | I |      |
| <b>Attributes</b>                                                                                                   |   |      |
| 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 |      |
| <b>Other</b>                                                                                                        |   |      |
| Occasional work outside normal working hours - prior notice given                                                   |   | I    |
| Commitment to get stuck in with Partnership and Trust wide activities                                               |   | I    |