

<p style="text-align: center;"><b>JOB SPECIFICATION</b> <b>Midday Supervisory Assistant</b></p>																						
Reports To: Principal/Catering Manager/Chef Manager																						
Why	<p><b>Job Summary</b></p> <ul style="list-style-type: none"> <li>• To ensure a safe and engaging lunchtime for pupils.</li> </ul>																					
What	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To supervise pupils during the lunchtime period</li> <li>• To promote constructive play activities during the lunchtime period</li> <li>• To ensure a good standard of behaviour is maintained throughout the lunchtime period.</li> <li>• To assist pupils eating, approaching this in a calm, patient and understanding manner.</li> <li>• To wipe all tables using sanitiser prior to lunch service.</li> <li>• To keep tables tidy.</li> <li>• To ensure trays are not left in dangerous positions and are wiped where necessary, then returned to the front of the servery to ensure a continued flow of service.</li> <li>• To ensure pupils leave tables clear for the next occupant.</li> <li>• To supervise the return of used crockery and cutlery by the pupils.</li> <li>• To ensure any spillages are removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily if required.</li> <li>• To keep the floor of the dining room clear of debris.</li> <li>• To wipe the tables with sanitiser, put up chairs and wipe chair seats as required when tables are clear of diners.</li> <li>• To pick up debris from under tables, around the dirty crockery station and from under servery hotplates.</li> <li>• To empty bins and replenish with plastic sacks, ensuring all full plastic sacks are taken and deposited in the appropriate rubbish skip.</li> <li>• To ensure that there is a bin available at each entrance of the dining room and the rest are positioned at the dirty crockery station for the next day's service.</li> <li>• To demonstrate conduct that commands respect from the pupils.</li> <li>• To report any matters of concern regarding health and safety/pupil behaviour to SLT on duty/ Catering Manager.</li> <li>• The tasks carried out by the Midday Supervisory Assistant will be determined by the priorities identified by the Catering Manager, Senior Leadership Team and/or Principal.</li> <li>• Any other duties deemed to be appropriate.</li> </ul>																					
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	<p>resources are available to achieve results in the most effective way.</p> <p><b>Task Management</b> Establishing appropriate courses of action for oneself and others to accomplish.</p> <p><b>Communication</b> Providing direction to ensure that the resources are available to achieve results in the most effective way.</p> <p><b>Problem Solving/Decision Making</b> Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</p>	<p>including non-promotion of party/political views to the student body</p> <p>Receives direction and is able to follow instructions</p> <p>Completes the tasks assigned which contribute to the delivery of specific results</p> <p>Receives tasks and knows who they are accountable to in their work</p> <p>Is supported in planning daily workload</p> <p>Prioritises within daily tasks</p> <p>Communicates effectively with children and colleagues. An active listener</p> <p>Able to read, write and understand English</p> <p>Is numerate</p> <p>Identifies problems and looks for support</p> <p>Participates in team based decisions</p> <p>Knows, understands and complies with procedures relating to information and confidentiality</p> <p>Solves problems within own remit which does not affect others</p> <p>Seeks support when immediate decisions are required</p>
Context	Interfaces	<p>Internal/External</p> <p>Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.</p> <p>English Language Fluency</p> <p>An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.</p> <p>Financial impact/budget</p> <p>Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.</p>
	Education, Qualifications and Experience (EQE)	<p><b>Essential:</b> An understanding of managing the behaviour of groups of children</p> <p><b>Desirable:</b> Recognised First Aid certificate Experience of supervising children as a parent or carer</p>
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.