



Lincolnshire Gateway Academies Trust

Name:

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.

Job Title – Midday Supervisory Assistant

Responsible to – Principal

Job Overview

Initially, lunch will be prepared off-site and therefore the role will be to oversee and serve the children 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. Serving children their lunch, which will be prepared off site.
3. Ensuring all necessary safeguarding protocols are followed, including fulfilling any dietary requirements and allergen needs.
4. Communicates effectively with students and staff
5. Mobilises groups, queues, and individuals
6. Undertakes some ancillary work
7. Ensures that children and people move around in a safe and orderly manner
8. Organises students and accommodation/furniture
9. Ensures cleanliness and hygiene of work areas where requested, including ancillary duties such as cleaning up spillages, ensuring tables are clean, collecting litter etc

General

10. 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.
11. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
12. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.

General



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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)

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