



## JOB DESCRIPTION

### Midday Supervisor - National C of E Academy

#### Salary and Hours

<b>Salary:</b>	NJC Salary Scale – Grade 1 Scale Points 1-2 Salary will be pro-rated based on the number of hours and weeks worked per year.
<b>Hours:</b>	8.75 hours per week (1 hour 45 minutes a day) – Term Time Only

#### Job Description

**Daily Direction from:** Senior Midday Supervisor and Deputy Business Manager

**All Support Staff are managed overall by the School Business Manager**

#### General Information:

The Midday Supervisory Assistant will be a member of the team responsible for the supervision of children on the school premises throughout the midday break.

Ensuring that any student (other than Post 16 students) do not leave the premises, even with a parent, without following our normal signing out procedure via student and main reception.

The main areas of work responsibility will be the dining room, and areas of the school used during the dinner break, including areas where the children wait or queue for their meal.

Each Midday Supervisory Assistant will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis.

The Midday Supervisory Assistant must act as a responsible and caring adult, engaging and encouraging students, to maintain a good standard of behaviour, with the health, safety and welfare of the students always in mind. They must familiarise themselves with the Academy's Policies and Procedures, including the Safeguarding Policy and understand who to report Safeguarding issues to.

#### Duties

##### Supervision of dining areas

- Control queues to dining areas
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- Assist as required with the queue system.



- Supervision of all areas both inside and outside where children congregate during lunchtime.
- Dealing with any behaviour issues and incidents and reporting them to the senior team member responsible.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- Encouraging students to clear their tables and move outside once they have eaten. Clearing tables if necessary.
- Supervise return of used crockery and cutlery by the children, leaving the table clean for the next occupant.
- Clean and tidy the dining areas as needed before, during and after service.

## **Supervision outside dining areas**

- Move around amongst the students, engaging with them to encourage good behaviour. Intervening as necessary to support behaviour.
- Be prepared to work in all weathers.
- Try to avoid children hurting themselves or damaging property.
- Ensure acceptable standards of behaviour are maintained.

## **Health and Safety**

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions;
- Be aware of and comply with policies and procedures relating to H&S, security and confidentiality, reporting all concerns to an appropriate person.

## **Additional Responsibilities**

- Undertake 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.

## **General**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



NATIONAL  
CHURCH OF ENGLAND  
ACADEMY

# Minster Trust for Education

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Signed: \_\_\_\_\_

Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

School Business Manager

Date: \_\_\_\_\_