



The Carlton Academy

Job Description

Job Title:	Midday Supervisor Assistants
Salary:	The Redhill Academy Trust Pay Scale, Band 5
Location:	The Carlton Academy
Hours of work:	Part time, Term Time Only + 5 days
Responsible to:	Catering Manager/Operations Manager

General information:

- Each Midday Supervisory Assistant will be allocated areas of school for which they will be responsible for each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.
- The main areas of work responsibility will be the dining area and areas of the academy used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.
- The Midday Supervisory Assistant will be responsible for ensuring the dining room is prepared for the days service, including movement of furniture, where appropriate, and supporting the catering assistants with stock replenishments.
- The Midday Supervisory Assistant will be responsible for ensuring cleaning procedures are followed before, during and after the lunchtime period maintaining the highest possible levels of cleaning standards at all times.
- The Midday Supervisory Assistant must be aware of how to get access to the first aid equipment and to on-call, and of the fire evacuation procedures in the event of it not

being possible to contact, in an emergency, the Catering Manager or the Operations Manager.

Duties:

- These will be allocated by the Operations Manager/Catering Manager in accordance with scheme of Midday Supervision for the academy and will include assisting with:
- Setting up and taking down of tables ready for lunch provision.
- 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 to relieve any 'bottle neck' at the till.
- 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.
- See that trays are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Supervision outside dining areas
- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves or other students or damaging academy property.
- Ensure cleaning procedures are followed before, during and after the lunchtime period maintaining the highest possible levels of cleaning standards at all times.
- To maintain all areas of the academy buildings in a clean, tidy and hygienic condition. This will involve cleaning, washing, sweeping, mopping, dusting, washing up, polishing and vacuum cleaning of designated areas to the required standard.
- Use powered equipment (scrubbing/buffing machines, wet pick up machines, vacuum cleaners) ensuring that cleaning machinery and other equipment is operated appropriately and in a safe manner.

- Emptying litterbins etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated and ensuring cloakrooms are stocked with soap, towels etc.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Cleaning of working surfaces and other furniture as directed.
- Clearing up after flooding and/or and other emergency cleaning.
- Undertake any other duties which might reasonably be expected by the Facilities Manager/Cleaner in Charge.
- To report any incidents that may occur during lunchtime, including the giving of statements as required.

Working Environment

- Physical demands will be commensurate with general cleaning duties.
- There will be some exposure to dust, dirt and unpleasant conditions e.g. cleaning toilets.
- There will be regular low noise from machinery.
- There is some exposure to risk when the post holder is required to operate machinery (e.g. use of and some exposure to hazardous chemicals such as industrial cleaning materials)
- The post-holder will encounter members of the public, visitors to the academy, contract staff, students etc.

Personal Qualities

- An experienced individual with a good standard of knowledge of cleaning programmes and the ability to interact with pupils, students and visitors to the school.
- Pride taken in achieving an excellent standard of work.
- Helpful and friendly manner.
- Ability to communicate well with other staff.
- Ability to organise your own work.
- Ability to work on your own initiative and as part of a team.
- High level of punctuality and attendance.
- A working knowledge of Health and Safety at Work Act and COSHH regulations is desirable.
- Ability to work additional hours and outside of normal working hours when necessary.

General

- Liaison with other departments and staff as necessary.

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Undertaking 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.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: