

Job Title: Midday Supervisor

Reporting to: Catering Manager

Grade: Band 3

Overall Purpose of the Post:

To ensure that the well-being, health and safety of students is maintained at lunchtime. To assist the smooth running of catering provision for students during lunchtime.

Main Duties and Responsibilities:

- Ensure acceptable standards of behaviour are maintained during the lunchtime period.
- Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times.
- Supervise students in the dining hall
 - Ensure all students remove outdoor clothing.
 - Supervise students coming into the dining hall and collection of food.
 - Supervise students going to the dining tables.
 - Supervise students leaving tables, ensuring the space is tidy and chairs are put away.
 - Supervise students clearing trays.
- Support the catering staff where needed, assisting with the till point, service counters, replenishing and clearing down.
- Ensure positive relationships are made with students during the lunchtime period.
- Supervise students in other areas of the site as directed.
- Supervise students' safety in the serving area.
- Work positively with students to prevent them removing food and drink from the dining areas.
- Ensuring that the environment is clean and clear from slip hazards in the dining area.
- Cleaning and clearing tables in the dining area.
- Unload and put away chairs and tables.
- Empty bins and ensure dining areas are free of litter.

- Ensure all rubbish is taken to outside bin area.
- Intervene in student behavioural issues, using positive behaviour management strategies to bring about improvements in student behaviour.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

Special Features

- 10 hours per week, term time only plus 2 days.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.