



Job Description

Job Title: Midday Supervisor

Reporting to: Business Manager

Grade: Band 3

Overall purpose of the post:

To ensure that the well-being, health and safety of students is maintained at 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 clearing trays.
- 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;
- Support the catering staff where needed;
- Undergo appropriate training as required.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.