



Job Description

Post Title: Lunchtime Supervisor/Assistant

Pay Scale: Grade 1, P3

Responsible to: Assistant Head Teacher Behaviour & Safety/Head of School

Main Purpose of the Post:

- To maintain the health, safety and well-being of students over the break/lunchtime periods.

Principal Accountabilities:

- Ensure acceptable standards of behaviour are maintained during the break and lunchtime periods.
- Build positive working relationships by modelling outstanding behaviour, manners, speech and appearance at all times.
- Supervise students across all relevant areas of the school as directed by the Senior Lunchtime Supervisor or Head of School, including monitoring queues and checking toilet areas.
- Work positively with students to prevent them removing food and drink from the dining areas.
- Ensure that the environment is clean and clear from slip hazards in all dining areas.
- Clean and clear tables in all dining areas, including sweeping floors, cleaning and stacking trays.
- Unload and put away chairs and tables in all dining areas.
- Set up equipment for break and lunchtime periods.
- Empty bins and ensure dining areas are free of litter; this will include litter-picking in the outside areas.
- Ensure all rubbish is taken to outside bin area.
- Use positive behaviour management strategies to bring about improvements in student behaviour and report issues to Senior Leadership Team and/or Head of House when required.
- Refer site safety issues to the Academy/school's Caretakers when appropriate.
- Support the Academy/school's Catering Staff when needed.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.

- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Knowledge of basic health, safety and hygiene issues and able to identify potential risks.
- Basic cleaning skills.
- Knowledge of moving and handling techniques.
- First aid (requirement to undertake certification).
- Able to work as part of a team and use own initiative.
- Effective organisation and timekeeping skills.
- Effective interpersonal and communication skills.
- Basic knowledge of strategies which help and promote good behaviour and discipline.
- Be aware and understand the importance of safeguarding.

Creativity and Innovation:

- Engage with students and try to maintain a positive environment.
- Monitor and respond to student behaviour at all times and know when to raise issues of concern.
- Respond effectively to unplanned situations, e.g. student accidents, spillages, etc.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy/school Handbook.

Decision-Making:

Discretion:

- Decide when it is necessary to implement agreed de-escalation strategies to minimise risks of student behaviour becoming disruptive or dangerous.
- Use discretion when to seek advice from line management, e.g. Health and Safety, bad behaviour, bullying and safeguarding issues.

Consequences:

- Positive impact on the quality of education offered to students.

Contacts and Relations:

- Contact on a daily basis with the Senior Leadership Team and Academy/school Staff for the exchange of information.
- Contact on a daily basis with students.
- Contact with Line Manager and Senior Leaders to raise issues and report information.

Responsibility for Resources:

- No responsibility for physical or financial resources.

Working Environment:**Work Demands:**

- Work arrangements are normally planned but are interrupted subject to staff/student needs.

Physical Demands:

- Work will require normal physical effort with periods of cleaning and moving/handling.

Working Conditions:

- Work will be undertaken in an office/school environment with periods working outdoors to supervise children, monitor site security and/or litter pick.

Work Context:

- Work is undertaken in an office/school environment and may be subject to challenge from parents and students.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature