

Chellow Heights School

Job Description – Lunchtime Supervisor



The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.

Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.

The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVE OF THE JOB:

SKILLS:

- Ability to relate well to children and adults
- Ability to work constructively as part of a team
- Ability to maintain a safe, calm and happy approach
- Ability to work on own initiative
- Ability to follow written and verbal instructions
- Ability to communicate appropriately and effectively with other members of the team
- Correct use and cleaning of kitchen tools and equipment as indicated by the job breakdowns.
- Ability to understand simple written and oral instruction

RESPONSIBILITY FOR RESOURCES:

To maintain the confidential nature of information relating to the school, it's pupils, parents and carers.

The provision, use and storage of equipment and materials used by pupils with whom the postholder is working.

General responsibility for the care of all equipment and materials within the classroom/ hygiene /designated area of the school.

SUPERVISORY RESPONSIBILITIES:

None.

MENTAL EFFORT:

Job requires normal mental effort and short periods of concentration at peak times e.g. Ensuring correct temperatures and times are adhered to, correct serving techniques performed within the time allocated.

PHYSICAL EFFORT:

Job requires normal physical effort with occasional physical effort sometimes in awkward positions.

FLUENCY DUTY

In line with the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level.

Intermediate Threshold Level

The post holder should demonstrate:

They can express themselves fluently and spontaneously with minimal effort and, Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions:

Enhanced DBS Check required.

Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006).

Will not require holiday leave during term time.

Flexible to work at either of our School sites, sometimes at short notice.