

JOB DESCRIPTION

Job Number:	<i>For office use only</i>	
Department:	Education	
Section:	Frome Community College	
Job Title:	Mid-day Supervisor Assistant	
Reports To:	Senior Lunchtime Supervisor	
Main Purpose of Job: <i>Briefly - what is the job there for and why is it being done? Attach a brief organisation chart to show where the job fits.</i>		
<p>The duties of a Lunchtime Supervisor involve the safe supervision of pupils during the lunch period.</p>		
Main Responsibilities and Duties: <i>What needs to be done? - Describe the <u>main</u> responsibilities and duties <u>required of the job</u>. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>		% of Time
<ul style="list-style-type: none"> • Act as an ambassador for Frome College, ensuring at all times that you promote and act in accordance with the school's values and ethos, modelling appropriate behaviour. • Supervision of students immediately before, during and after the lunchtime meal. This includes students who have a school meal as well as those who bring their own food. • Supervision of students' entry into the dining room. • Assistance for students where necessary to carry trays etc to table and to return empty dishes etc to service counter. • Assistance in the clearance of any spillage etc if required. • Laying tables prior to meal and moving tables and chairs as required • Ensuring students tidy/clear up in a satisfactory manner where appropriate • Supervision of students in the both inside and outside of the schools buildings as required, dealing with any incidents of inappropriate student behaviour in line with the school's Behaviour Management Policy and referring to the Line Manager. 		

<ul style="list-style-type: none"> • Ensure students return to lessons promptly after lunch break • Ensure the dining hall and common rooms are left clean and tidy after lunch. Removing any rubbish or food and sweeping floor • To undertake any other duties of a similar level of responsibility as may be required. 	
Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example, the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.	
To work as part of the Lunchtime Supervisor Team. 1200 students on roll.	
SUPPORTING PROCESSES	
Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?	
Must be well organised, be able to work independently with frequent interruptions as well as being able to work part of a team.	
Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.	
Will work within prescribed guidelines to provide support to the Lunchtime Supervisor Team and Line Manager. Must have a willingness to work in a flexible manner.	
Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.	
Some manual handling – e.g. moving equipment tables and chairs. Physical effort will be involved. Working with cleaning materials and chemicals.	
Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.	
<p>Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer.</p> <p>Contact with Senior Staff/Teaching Staff/Students –</p>	
Additional Information: Anything else which is <u>relevant to the job</u> which is not adequately covered elsewhere.	
A willingness to work with young people.	

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

The ability to communicate effectively with people at all levels, particularly young people.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

.....
..... Date:
.....

Line Manager:.....

Date:

Designated Senior Manager:

Date:

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Lunchtime Supervisor	Grade: 16

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	Experience of working with children.	Application form/interview
1.2	Commitment to maintaining and providing a high quality service.	
1.3	Ability to supervise and organise students.	
1.4	Ability to manage behaviour in a calm and positive way.	
1.5	Tact and diplomacy in all interpersonal relationships with colleagues and other school staff and students.	
1.6	Ability to work as part of a team and to use own initiative when appropriate.	
1.7	The flexibility to adapt to changing workload demands and new organisational challenges.	
1.8	Excellent verbal and non-verbal communication skills and the ability to communicate at all levels.	
1.9	A commitment to undergo training as and when required.	
2.0	An understanding of equality of opportunity.	
	Desirable	
2.0	Good sense of humour	Application form/interview
2.1	Ability to become a part of the College community	
2.2	Ability to use judgement and common sense	
2.3	Honest	

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2. Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	Desirable 5 GCSE's grades A-C or equivalent	Application form / interview

3. Experience

No	Description	Method of Assessment
3.1	Essential Experience of working within a team	Application form/interview
3.2	Desirable Experience of working with young people	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential None	
4.2	Desirable none	Application form/interview