



Location: The Carlton Infant Academy, Foxhill Road, Carlton, Nottingham, NG4 1QS

Salary: Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

Hours of work: 6 hours, 25 minutes per week, term time only

Responsible to: Headteacher / Lunch Time Co-ordinator

Post objective: To provide effective supervision during school lunch times.

General information:

- Each Midday Supervisory Assistant will be allocated areas of school for which they will be responsible for each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day they must be prepared to accept a variation if any emergency calls another Midday Supervisor away.
- The main areas of work responsibility will be the dining areas and other areas of the academy used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the students always behave sensibly and quietly.
- The Midday Supervisory Assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Operations Manager.
- First aid trained or a willingness to undertake first aid training.

Duties:

These will be allocated by the Lunch time co-ordinator in accordance with the scheme of Midday Supervision for the academy and will include:

- Supervision of dining areas

- Control queues to dining areas.
- See that the overall arrangement for students to dine promotes an orderly and pleasant meals service.
- Assist as required to relieve any 'bottle neck' at the cash till.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dustpan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions and are wiped where necessary.
- Supervise return of used crockery and cutlery by the students.
- Ensure the students leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.
- Supervision of outside dining areas.
- Arrange your supervision so you move around amongst the students within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid students hurting themselves or other students or damaging academy property.
- Report any incidents that may occur during lunchtime, including the giving of statements as required.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.