



**Inspiring Futures  
Through Learning**

## **Midday Supervisor**

**Accountable to:** Site Manager

**Salary:** Grade C, point 2 £18,516 (FTE)

**Hours:** 5 hours per week, 38 weeks per year

### **Purpose of job**

We are looking for a Midday Supervisor to support our children during mealtime, serving meals and enhance the outdoor provision, to ensure lunchtime is a happy one for everyone. You will provide a safe and caring environment for all, ensuring activities are fun and engaging. The successful candidates will have a friendly disposition with empathy for individual children's needs and be hardworking, flexible, with a positive attitude and sense of fun.

### **Key Objectives**

- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
- Encourage pupils to select and eat healthy balanced meals.
- Communicate with pupils during midday breaks to encourage healthy meal selection and oversee play activities.
- To assist the school team with the set up on the lunch hall.
- Cleaning duties which will include cleaning areas the school hall, touch points and toilets across the school.
- Wipe down tables and clean dining areas between meals.
- Report incidents in line with school policy.

### **Scope**

- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at meal times.
- Clean up spillages of food or liquid during meal service.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning.

## **Work Profile**

- Ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- To always adhere to school local and national authority's guidelines and exercise professional discretion.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs; we should embrace the notion of 'continuous improvement'.

## **Code of Conduct**

Woodnewton expects all staff to ensure that their standards of conduct are, always, compliant with the IFtL Code of Conduct.

### **Generic Responsibilities of all Woodnewton School Staff**

- To work consistently to uphold School's belief that no child is born to fail.
- To exemplify and uphold the school and Trust's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow all school policies
- To work in a co-operative and polite manner with all stakeholders.
- To work with children in a courteous, positive, caring, and responsible manner always.
- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised
- Demonstrate a keen interest and involvement in all aspects of school life
- To be polite, cooperative, and positive when communicating to other staff.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations of the school.

## **Other information**

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding

policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> Attainable Successful experience within an agreed period applicants will be expected of time to obtain the denoted qualifications or				A	A Application I Interview T Testing
<u>D</u> Desirable Applications experience will be preferred from candidates with the denoted qualifications					
<u>E</u> Essential Applicants considered for this role without the denoted qualifications or experience will not be					
Qualifications	GCSEs in English and Maths	x			
Skills / Experience	Knowledge of school routines and behavioural procedures			X	A
Competencies				Level	Assess by;
<u>A</u> Awareness Demonstrable aptitude and ability to develop in the particular work area				A S E	A Application I  Interview T Testing R Reference
<u>S</u> Significant Clear competence in the work element sufficient for all role requirements					
<u>E</u> Extensive Sufficient expertise in the work element to lead and mentor others, and influence policy and practice					
Planning and organising work	Awareness of school timetable			X	I
Influencing and interpersonal skills	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		X		I
Using initiative	Reacting positively and appropriately to day-to-day situations		X		I
Working independently	Dealing with day-to-day incidents and minor emergencies		X		I
Managing resources	Use and safe keeping of equipment and materials where relevant		X		I

<b>Managing risk</b>	Awareness of school standards and practices in relation to health and safety, child protection etc.		X		I
<b>Managing oneself</b>	Awareness of opportunities for self-improvement at all times		X		I