Job Title: Midday Supervisory Assistant	**Pay Scale:** PPS 3
Normal Place of Work: Huntingtower Community Primary Academy	**Line Manager:** Midday Supervisory Assistant
Role Summary: To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the midday break.	

DUTIES AND RESPONSIBILITIES

- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets etc.
- Where applicable may also be required to prepare rooms for dining.
- Distribute meals and serve water where required.
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.

This list is not exhaustive and you may be required to undertake any additional duties within the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

Headteacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
Parents and Students	
Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Midday Supervisory Assistant

		Essential	Desirable	How assessed*
	EXPERIENCE			
1.	Experience in a catering/customer service environment	✓		AF/IV
2.	Experience of delivering a high level of customer service		✓	AF/IV
3.	Flexibility to respond to a variety of work situations with an ability to multitask	✓		AF/IV
4.	Previous experience working in a kitchen providing meals for large numbers		✓	AF/IV
	EDUCATION/TRAINING/QUALIFICATION			
5.	Good standard of education, particularly English and Mathematics.	✓		AF/IV
6.	Basic Food Hygiene Certificate	✓		AF/IV
7.	First Aid Certificate		✓	AF/IV
	SPECIAL KNOWLEDGE			
8.	An understanding of H&SAW, COSHH, Basic Food Hygiene	✓		AF/IV
	SKILLS – DISPOSITION			
9.	Must have demonstrated the ability to work both as a team member and on own initiative	✓		AF/IV
10.	Good communication skills – oral and written	✓		AF/IV
11.	Ability to prioritise workload and organise work schedule	✓		AF/IV
12.	Good organisational skills	✓		AF/IV
13.	Commitment to delivering a high level of customer service	✓		AF/IV
14.	A Commitment to equality, diversity and Inclusion	✓		AF/IV
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			
15.	Must be prepared to attend such training sessions as are deemed necessary by management	✓		AF/IV
16.	Ability to work flexible hours and patterns	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form
IV = Skill assessed via interview
AT = Skill assessed via test/work-related task
Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager : .....

Dated: ……

Signed Employee……

Dated……..