

Job Description

Post Title: Midday Supervisory Assistant

Location: Sunnyside Spencer Academy

Salary/Pay Range: NJC02

Hours of work: *7.5 hours per week term time only*

Reporting to: Senior Leadership

Purpose of Role

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

Specific responsibilities include:

1. Supervise pupils in the dining hall
2. Control queues to dining areas
3. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
4. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.
5. Supervise return of used trays, crockery and cutlery by the children.
6. Ensure that tables are left clean for the next occupant.
7. Ensure dining areas are left clean and tidy
8. Arrange supervision to allow movement amongst the children within the area covered.
9. Ensure acceptable standards of behaviour are maintained following the behaviour system
10. Minimise the likelihood of children hurting themselves, others or damaging property
11. Ensure that children receive first aid from a trained member of staff and the appropriate logs are kept up to date and reported
12. Supervising pupils in classrooms during bad weather.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:.....

Signature:.....

Date:.....

Person Specification

	Essential	Desirable
Qualifications and experience		
Good literacy and numeracy skills gained from general education or equivalent	Previous experience working in an educational environment	✓
Experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils		✓
Knowledge and skills		
Ability to work calmly under pressure	awareness of children with special educational needs (dietary, emotional, physical)	✓
Customer focused.		✓
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.		✓
Open, honest and an active listener.	awareness of pupils on special or restricted diets for medical reasons	✓
Takes responsibility and accountability.		✓
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.		✓
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.		✓
Is committed to the provision and improvement of quality service provision.		✓
Is adaptable to change/embraces and welcomes change.		✓
Acts with pace and urgency being energetic, enthusiastic and decisive.		✓
Communicates effectively.		✓
Ability to work collaboratively with others		✓

Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality		✓
A diplomatic and patient approach		✓
Able to follow direction and work in collaboration with the leadership team		✓
Able to work flexibly, adopt a hands on approach and respond to unplanned situations		✓
Has the ability to learn from experiences and challenges.		✓
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. Commitment to the highest standards of child protection and safeguarding		✓
Recognition of the importance of personal responsibility for health and safety		✓
Commitment to the Trust's ethos, aims and whole community.		✓
Committed to flexible working practices and willingness to go that "extra mile"		✓
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.		✓
Not barred from working with children		✓