

Job description & Person Specification

JOB TITLE	Midday Meals Supervisor
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Hastings Academy
RESPONSIBLE TO	Assistant Principal
GRADE	Grade 2
MAIN PURPOSE OF THE JOB	Responsible for the direct supervision, safety and welfare of students on school premises during lunch period
MAIN TASKS / KEY RESPONSIBILITIES	
1	To risk assess the hall and outside areas prior to use every day and take action as required. To comply with all current legislation regarding Health and Safety in the Dining Room environment and on the school grounds
2	To liaise with senior staff with regards to specific instances which require follow-up
3	To undertake any other task as directed by the senior member of staff on duty at the time
4	To keep all areas clean, clearing rubbish and disposing of appropriately, encouraging pupils to use the recycle and rubbish bins
5	To be aware of the particular medical needs relating to those children who have allergies to foods.
6	To have high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
7	To ensure any accidents or incidents during the lunch period are dealt with and recorded on a daily basis as required by the academy.
8	To work within a framework of confidentiality and discretion at all times
9	To establish positive, professional relationships with pupils, based on mutual respect.
10	To promote the acceptance and inclusion of the children with SEND, encouraging children to interact with each other in an appropriate and acceptable manner.

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11	To promote positive values, attitudes, social skills and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
12	To ensure that everyone is treated as individuals with respect and full consideration, in line with the Equal Opportunities Policy.
13	To help ensure that the Academy meets health and safety plus hygiene requirements and to report any issues to a senior member of staff.
14	To adhere to the safeguarding policies, especially the Code of Conduct, retaining confidentiality regarding all matters, including those linked to home, pupils and members of staff.
15	To attend staff briefing and CPD opportunities, including INSET days, and any other meetings as appropriate.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role; the job description will be revised through consultation with the post holder.</p>	
<p>Additional Information</p> <ul style="list-style-type: none"> • All Support Staff posts within the Academy are subject to a six month probationary period • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

September 2024

PERSON SPECIFICATION

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Knowledge and Experience

- 1.1 A basic knowledge of Health and Safety requirements within a school
- 1.2 Previous experience within a childcare setting or school environment

Skills and Abilities

- 2.1 Ability to follow instructions or work on own initiative as necessary
- 2.2 Ability to demonstrate active listening skills and communicate effectively with pupils.
- 2.3 Ability to implement high health and safety standards and implement all Academy policies
- 2.4 Ability to work effectively as part of a team
- 2.5 Ability to establish positive relationships with children.
- 2.6 Ability to maintain confidentiality on all Academy matters.
- 2.7 Ability to empathise with the needs of children and their families
- 2.8 Ability to work within and apply, all academy policies e.g. Behaviour management, health and safety, equal opportunities

Personal Qualities

- 3.1 A commitment to giving children and families the opportunity to reach their full potential.
- 3.2 A commitment to Equal Opportunities and Inclusion.
- 3.3 Willingness to participate in further training and developmental opportunities offered by the Academy and county, to further knowledge.
- 3.4 A commitment to continuing professional development.
- 3.5 A commitment to own presentational skills.
- 3.6 To be able to work under pressure and manage own timekeeping well.

Desirable Criteria

- 4.1 Experience of working in an educational setting, including with children with a range of special education needs.
- 4.2 Evidence of further recent and relevant training or qualifications, e.g. First aid.

Desmond Andreson Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for University of Brighton Academies Trust.