

JOB DESCRIPTION

NAME:

POST: **Midday Supervisor - Nigel Bowes Campus specific**

RELATIONSHIPS:

The post holder is accountable to the Principal. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with all Administration Team members and support the team where necessary.

PURPOSE:

To provide and enable a safe and healthy lunchtime for all pupils of Nigel Bowes Campus and AAT, to manage all areas of responsibilities in relation to the function and duties of the post of Midday Supervisory Assistant.

RELATIONSHIPS:

- The post holder is responsible to the Administration Lead for his/her duties and responsibilities.
- The post holder works on a professional level with pupils, colleagues and parents, and seeks to establish and maintain productive relationships with them in order to promote health, safety and well-being within the school at lunchtime.

PUPIL RESPONSIBILITIES:

- See that drinking water, bread, butter and washing up bowl is provided as necessary.
- To prepare breakfast items such as but not limited to, toast, cereal and breakfast condiments
- Ordering of breakfast and snack items
- Accept delivery, record temperatures of food upon arrival and ensure smooth distribution.
- Supervise the return of plates, cutlery and beakers to the given point.
- Thoroughly rinse plates and cutlery for return to supplier.
- Ensure the kitchen area and food warmer is left hygienically clean.
- Clear up any spillage of food, water or other items during the lunch period, taking due regard of Food Safety protocols.
- Follow the school's policy on promoting good behaviour and positive self-esteem.

- Contribute to the maintenance of high standards of behaviour in all parts of the school, as required informing matters of concern to the Learning Support Team or the Safeguarding Lead.
- Supervise safe evacuation from the building in an emergency or during a fire drill, following school procedures.

GENERAL RESPONSIBILITIES:

- To promote and safeguard the welfare of pupils in accordance with the whole school Child Protection Policy.
- To be responsible for all matters related to food, health and hygiene within the Food Technology room, during lunchtimes
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Business Director at the earliest opportunity.
- To be responsible for developing your effectiveness in a support role by up-dating your knowledge and skills (through training) and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with the Admin Lead.
- Responsible for making effective use of the development opportunities made available to you.
- Responsible to assisting in promoting the Trust in the local community.
- Responsible and accountable for any other duties commensurate with this post as directed by the Admin Lead, Principal, Special Educational Needs Director and CEO.

ARRANGEMENTS FOR PERFORMANCE MANAGEMENT

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description. This is done within the context of the "GROW" coaching model and all staff are expected to use this opportunity to develop professionally in raising standards throughout the school.

The Midday Supervisory Assistant will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The Midday Supervisory Assistant will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTES:

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signature of

Post Holder: **Date:**

Name of Post Holder:

Signature of Principal: **Date:**

Name of Principal:

**THIS POST IS EXEMPT FROM THE REHABILITATION OF
OFFENDERS ACT 1974**

Outstanding Achievement for All