****

**Job Description**

|  |
| --- |
| **School: Bulwell St Mary’s C of E Primary and Nursery School** |
| **Post Title: Midday Supervisor** |
| **Grade/Pay Range: Grade A Point 1B** |
| **Hours/weeks: 6.25 hours per week** |
| **Reporting to: Head Teacher – Claire Godfrey** |
| **Department/Team: Support** |

**Overall Purpose of Post**

To supervise pupils during the lunch time period in a designated area having due regard at all times to their health, safety and welfare. To mark dinner registers and issue free meal tokens

**Main Duties and Responsibilities**

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. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* To control queues to the dining areas
* To mark registers and operate the system designed to provide free meals to pupils
* To encourage dining arrangements that promotes an orderly and pleasant meals service for pupils.
* To assist as required relieving any bottleneck at the till.
* To ensure that any spillage is removed quickly
* To see that the dining areas are left clean and tidy and tables are clean for the next occupant
* To supervise the return of used crockery and cutlery
* To wipe trays where necessary.
* To deal with pupils’ behaviour problems in the dining room and elsewhere and report any serious incidents to the Senior Midday Supervisor.
* To deal with accidents and any sickness and report them to the Senior Midday Supervisor.

**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 Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Experience, Knowledge and skills | * Basic literacy and numeracy skills * Awareness of health & safety issues * Managing behaviour of children * Experience of supervising children as a parent or carer * Ability to work as part of a team and on own initiative * Ability to communicate with all departments in school, especially the pupils |  |  |  |  |  |
| Work to promote mutual respect and good relations | * Ability to work in accordance with the school’s policies including health and safety and safeguarding * policies |  |  |  |  |  |
| Work Related Circumstances | * Must be willing to undertake training as required * Must ensure confidentiality in respect of pupils and information. * Must be willing to undergo and pass a DBS check |  |  |  |  |  |

|  |
| --- |
| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform 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**