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Job Description:	Midday Supervisor
Hours:	7½ hours per week, term time only
	12.00pm – 1.30pm
Salary:	£7.52 to £7.66 per hour
Responsible to:	Facilities Manager

General

You will be a member of a team responsible for the supervision of students on the school premises throughout the mid-day break. You will be allocated areas and students for whom you will be responsible each day. This could vary from day to day on a rota basis, within the scheme approved for the school in which you are employed. Although the areas will be divided so that each Supervisory Assistant looks after a specific group or area each day you must be prepared to accept a variation if an emergency calls another supervisor away.

The main area of responsibility in your work will be the dining room and the playground or areas of the school used during the dinner breaks, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The aim of your work is to act as a caring responsible adult with the health, safety and welfare of the students always in mind. Your conduct should command respect and you see that the students behave at all times sensibly and quietly.

Supervision of the Dining Area / Canteen

- Control queues to the dining area
- Mark registers, issue and collect free school meal tokens
- See that the overall arrangement for the children to dine promotes an orderly and pleasant meals service
- Maintain an orderly queuing system
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily if required
- See that trays are returned in an orderly manner and wiped where necessary
- Supervise the return of used crockery and cutlery by the students ensuring that all scrap food and disposable utensils are placed in the relevant bins
- Ensure that the tables are left clean for the next occupant
- See that the dining areas are left clean and tidy

Hall

- See that the overall arrangement for the children to dine promotes an orderly and pleasant meals service
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily if required
- Ensure that scrap food and wrappings are placed in the relevant bins by the students
- Ensure that students stack chairs in an orderly manner when they have finished with them
- See that the hall is left in a clean and tidy states at the end of the mid-day break

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW

The company's registered number is 8128513



Supervision outside Dining areas

- Arrange your supervision so that you move around amongst the students within the area you are covering
- Ensure that acceptable standards of behaviour are maintained
- Try to avoid students behaving in such a way that results in injury to themselves or others or damage to property
- Report any concerns to appropriate Heads of Year or Senior Staff as appropriate

Person Specification

Knowledge

- A basic knowledge of Health & Safety requirements in a school environment

Experience

- Experience of establishing positive relationships with children

Skills & Abilities

- Ability to communicate effectively with young people and adults
- Ability to demonstrate active listening skills
- Ability to empathise with the needs of young people
- Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities
- Ability to work effectively as part of the team

Personal Qualities

- Willingness to participate in training and developmental opportunities offered by the school
- Able to maintain confidentiality on all school matters

Desirable Criteria

- Previous experience of working as a Mid-day Supervisory Assistant or other work involving children or young people.