

MIDDAY SUPERVISOR

JOB DESCRIPTION

JOB TITLE:	Midday Supervisor
GRADE:	NJC 3
REPORTS TO:	Catering Manager
RESPONSIBLE FOR:	Supervision of students

PURPOSE OF JOB

To be responsible to the Catering Manager, or other designated person, for the supervision of students during the midday break.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

- a) Supervise student during the midday break, in the dining room, outside spaces, classrooms and corridors.
- b) Clear tables and collect rubbish, wash and stack away tables, chairs, and clean dining area as required.

MANAGEMENT OF PEOPLE

Supervision of students.

SUPERVISION OF PEOPLE

Supervision of students. .

CREATIVITY AND INNOVATION

Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a student. Queries of a complex nature may be referred to a line manager.

CONTACTS AND RELATIONSHIPS

Contact with Headteacher, school employees and students. There may be occasional contact with visitors to the school.

DISCRETION

Working within clearly defined procedures, generally discretion is made within a range of set alternatives.

WORK ENVIRONMENT

a) Work Demands

Interruptions are intrinsic to the role but cause no major change to the overall task.

b) Physical Demands

Possibly moving handling furniture.

c) Working Conditions

Subject to a moderate amount of noise that is generally expected when working with a number of students.

There may be a requirement to work at either of the sites in the Robert Carre Trust; Carre's Grammar School or Kesteven and Sleaford High School.

d) Work Context

The Postholder may have limited exposure to abuse/aggression from students.

KNOWLEDGE

No formal qualifications required. Demonstrable experience of appropriate interaction with students.

ALL SCHOOL STAFF HAVE A RESPONSIBILITY TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND YOUNG PEOPLE WITHIN THE SCHOOL

This job description was discussed and agreed with

.....(Postholder)

Signature(Postholder)

Signature(Line Manager)

Date