



Dereham Church of England Junior Academy

Headteacher: Mrs Kelly

Littlefields, Dereham, Norfolk NR19 1BJ

Tel: 01362 693876

Email: office@derehamjunior.dneat.org Web: www.derehamjunior.dneat.org



Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE: Midday Supervisor

RESPONSIBLE TO: School Business Manager and Headteacher

Hours: 5.83 hours per week (1hr 10mins per day), 38 weeks per year, term time only plus mandatory training such as Safeguarding and First Aid paid as overtime.

Salary: Support Salary Grade A, Point 1 pro rata (9.25/hour)

Purpose of the post:

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas as directed by either School Business Manager, Headteacher or Deputy Headteacher.

Responsibilities

1. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
4. To maintain good order in dining areas.
5. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
6. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.

7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.

8. To assist in the setting up and removal of furniture where necessary.

9. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance if needed.

10. To report any unauthorised visitors on school premises.

11. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder.

- . In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.