



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Midday Supervisor
Salary Scale:	Salary Point: 13, £9.80 per hour
Working Hours:	6 hours and 40 minutes per week, Term time only, Monday - Friday 12.40pm – 2.00pm
Purpose:	<ul style="list-style-type: none"> • Prepare the layout of the tables in the Dining Hall in preparation of lunch including laying up tables. • To assist the Headteacher and the Business Manager in providing supervision of students during lunch. • Clearing up the Dining Hall, The Kiosk and other dining areas to include clearing any food and wrapping left on the tables and floor as well as litter picking. • To uphold the Catholic ethos and recognise the school as a place where Christ is at the centre.
Reporting to:	Business Manager / Headteacher
Disclosure level	Enhanced

Specific Duties

	<ul style="list-style-type: none"> • Supervision and control of students, in the Dining Hall and The Kiosk queues. • Maintaining an acceptable standard of conduct and discipline amongst students, ensuring that all appropriate school rules are complied with and reporting serious breaches of discipline to nominated senior staff. • Ensuring students take responsibility to tidy up/clear up their own rubbish in a satisfactory manner. • Liaising with catering staff to ensure smooth meal services are facilitated. • Ensuring that school health and safety practices and procedures are maintained.
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	<ul style="list-style-type: none"> • Dealing with minor accidents and securing first aid assistance for these and for serious incidents in accordance with the established procedure. • To keep the dining areas, especially tables and the floor, free from litter and food waste. • To facilitate the clearing and cleaning of the dining areas after lunch. • Undertake litter picking duties throughout the school. • Working in close cooperation with other school staff. • Checking that students are not congregating in areas that are out of bounds according to the school rules and procedures. • Checking all students return to their classrooms. • Ensuring that all minor problems and infringements of the school rules are dealt with swiftly and effectively, reporting persistent unruly behaviour or more serious breaches of discipline to the duty member of SLT or other teaching staff on duty. • Leaving the Dining Hall, The Conservatory and other dining areas in a tidy condition.
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Support for the School	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of emergency procedures e.g. fire drill and know what action to take. • Respect confidentiality at all times. • To carry out any such comparable duties as may be required by the school.
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Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity

Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post. Adequate time will be given to carry out the role as well as support in the classroom.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: