

	<p>Lunchtime Supervisor</p> <p><i>Job Description</i></p> <p><i>Grade 1</i></p>
Core Purpose	
<ul style="list-style-type: none"> • Be knowledgeable about all health, safety & hygiene matters and support these high standards • To provide a clean and welcome environment for all 	
Core Qualities	
<ul style="list-style-type: none"> • To work in support of the Catering Service. • To contribute to development initiatives to support the school and its pupils • To undertake training as required. • To operate in line with the ethos, culture, overall aims and policies of the Academy. • To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Principal or their representative. 	
Specific Responsibilities	
<ul style="list-style-type: none"> • To assist in the provision of a high quality school lunch • To promote the independence and autonomy of all pupils by encouraging the development of social skills and/or raise confidence and self-esteem where necessary • Supervision of pupils before, during and after their meal, including the supervising of clearing away leftover food and packaging • Encourage pupils to arrive and leave promptly and in orderly manner • Assist with the clearing of tables and floors within the seating areas • In the event of an emergency, assist with the evacuation of pupils in line with the school's procedures • To prepare set out and clear away dining room furniture equipment when required. • To wipe tables and maintain a clean and safe dining environment between sittings when required • To report incidents involving poor behaviour to members of the Leadership Team. <p>Health & Safety</p> <ul style="list-style-type: none"> • To adhere to all school policies and procedures • To comply with agreed Health & Safety Policy and COSHH Regulations with regard to Food, equipment, materials and general safety. • To maintain high standards of cleanliness, personal hygiene and appearance 	
Line Manager:	Identified member of leadership team