

JOB DESCRIPTION – Wilmington Academy

Job Title: Lunchtime Supervisor
Responsible to: Cover Manager

Principal Duties and Responsibilities:

- The applicant will be expected to manage a specific area of the Academy during lunchtimes.
- You will ensure that students move to and from the Restaurant at the correct start and finish times in a calm and orderly manner.
- You will ensure that pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain the safety and wellbeing of all pupils.
- You will be expected to ensure that students comply with standards and expectations as outlined in your training.
- You may be required to assist in other duties when required.

Please note:

Midday supervisors are expected to take annual leave during school holidays and not during term time.

Essential appointments, such as dental or medical should be arranged outside working hours if/when possible.