

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Senior School Meals Supervisor
Directorate:	[School name - amend as appropriate]
Reporting to:	Bursar / Business Manager / Headteacher
Grade:	Scale 5

Job description

Purpose of the post:	<ul style="list-style-type: none">• Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils and in particular those in the class allocated under the duty rota.
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Main duties and responsibilities:

Support for Pupils:

- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
 - Ensure the pupils are always supervised, arrive punctually to their classroom, and the area is tidied up each day. Ensure the playground equipment is used and stored properly.
 - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
 - Support pupils in meal/play arrangements.
 - Ensure that the pupils wash and dry their hands.
 - Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
 - Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch receive the correct meal. Pour water for the pupils.
 - Ensure that pupils eat their meal in a socially acceptable way, talking quietly to pupils either side of them.
 - Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.
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Support for the School:

- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school. Reflect with team on successes and issues of concern.
- Induct new staff in policies, procedures and as part of a team. Chair fortnightly meetings with breakfast/meals staff. Cover absences. Co-ordinate rotas and timetables.
- Be punctual and reliable.
- Liaise with meals staff to ensure that systems are working effectively.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Demonstrate an understanding of and a commitment to Hackney Learning Trust's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Ensure that the meal/play arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils. Ensure pupils are dressed appropriately for the weather (checking coats are fastened).

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced CRB Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Senior School Meals Supervisor
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Person Specification

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	Essential	Desirable
Qualifications		
1. None.		
Experience		
2. Working with or caring for pupils of relevant age.	✓	
Knowledge		
3. Understanding of relevant polices/codes of practice and awareness of relevant legislation.	✓	
4. Commitment to and understanding of Equal Opportunities.	✓	
5. Basic understanding of child development and learning.	✓	
6. Appropriate knowledge of first Aid.	✓	
Skills		
7. Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.	✓	
8. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
9. Ability to maintain confidentiality at all times.	✓	
10. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
11. Ability to promote school when talking to visitors, colleagues and members of the community.	✓	
12. Display commitment to the protection and safeguarding of children and young people.	✓	