

JOB SPECIFICATION
Senior Midday Supervisory Assistant

Reports To: Principal

Why	<p>Job Summary</p> <ul style="list-style-type: none"> To organise and supervise the Midday Supervisory Assistants throughout the midday break and to liaise with the Chef Manager to ensure the smooth service. 	
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> Oversee the dining room to ensure the smooth running of the dinner time process and provide support to the Midday Supervisory Assistants Report persistent unruly behaviour and any serious incidents to the Principal. To deal with accidents and report, on the form provided, and notify the Principal in cases of illness and accidents as soon as possible that day At all times the safety and security of children is your prime responsibility To accept and take temperatures of delivered meals where appropriate To serve meals to pupils within the Academy guidelines To supervise pupils during the lunchtime period To promote constructive play activities during the lunchtime period To ensure a good standard of behaviour is maintained throughout the lunchtime period To assist pupils eating, approaching this in a calm, patient and understanding manner To wipe all tables using sanitiser prior to lunch service To keep tables tidy To ensure trays are not left in dangerous positions and are wiped where necessary, then returned to the front of the servery to ensure a continued flow of service To ensure pupils leave tables clear for the next occupant To supervise the return of used crockery and cutlery by the pupils To ensure any spillages are removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily if required To keep the floor of the dining room clear of debris To wipe the tables with sanitiser, put up chairs and wipe chair seats as required when tables are clear of diners To pick up debris from under tables, around the dirty crockery station and from under servery hotplates To empty bins and replenish with plastic sacks, ensuring all full plastic sacks are taken and deposited in the appropriate rubbish skip. To ensure that there is a bin available at each entrance of the dining room and the rest are positioned at the dirty crockery station for the next day's service To collect and issue free meals tickets. To mark the daily free meals register and complete a tally sheet with each day's total free meals numbers To demonstrate conduct that commands respect from the pupils To report any matters of concern regarding health and safety/pupil behaviour to SLT on duty/ Catering Manager. The tasks carried out by the Midday Supervisory Assistant will be determined by the priorities identified by the Catering Manager, Senior Leadership Team and/or Principal Any other duties deemed to be appropriate 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i></p>	<p>Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust</p> <p>Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive</p> <p>Know the local arrangements concerning the safeguarding of children and young people and how to use them</p> <p>Takes responsibility for own Health & Safety, ensuring immediate work environment is safe</p>

	Act to promote pupils safety and well-being - establish a safe and stimulating learning environment for all rooted in mutual respect
	Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support
	Demonstrate consistently the ethos and behaviour which are expected of all

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Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

		Understands why it is important to follow policies and procedures and knows where to find them	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Participate in whole academy training/induction events	
		Create a 'can-do' culture to raise aspiration for all	
		Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues	
		Responsive to leadership and direction	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body	
		Receives direction and is able to follow instructions	
		Completes the tasks assigned which contribute to the delivery of specific results	
		Receives tasks and knows who they are accountable to in their work	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Is supported in planning daily workload	
		Prioritises within daily tasks	
		Communicates effectively with children and colleagues. An active listener	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Able to read, write and understand English	
		Is numerate	
		Identifies problems and looks for support	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Participates in team based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
		Solves problems within own remit which does not affect others	
		Seeks support when immediate decisions are required	
Context		Interfaces	Internal/External
	English Language Fluency		An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Financial impact/budget		Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Education, Qualifications and Experience (EQE)	Essential: An understanding of managing the behaviour of groups of children Desirable: Recognised First Aid certificate Experience of supervising children as a parent or carer	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

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