GREENWOOD ACADEMIES TRUST

JOB SPECIFICATION

Midday Supervisory Assistant

Reports To: Principal/Catering Manager/Chef Manager

Why

Job Summary

- To ensure a safe and engaging lunchtime for pupils.

What

Main Responsibilities

- 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

Competencies	Personal Attributes (level expected when job is conducted to the required standard)
Framework *Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.*	Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust
	Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive
	Know the local arrangements concerning the safeguarding of children and young people and how to use them
	Takes responsibility for own Health & Safety, ensuring immediate work environment is safe
	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
	Understands why it is important to follow policies and procedures and knows where to find them
Development *Monitoring, coaching, guiding and*	Participate in whole academy training/induction events
	Create a 'can-do' culture to raise aspiration for all

	supporting teams and individuals, setting examples of desired behaviours.	Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues	
	Leading *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Responsive to leadership and direction	
		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	
	Task Management *Establishing appropriate courses of action for oneself and others to accomplish.*	Receives tasks and knows who they are accountable to in their work	
		Is supported in planning daily workload	
		Prioritises within daily tasks	
	Communication *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Communicates effectively with children and colleagues. An active listener	
		Able to read, write and understand English	
		Is numerate	
	Problem Solving/Decision Making *Able to identify a potential problem, propose and assess solutions and decide upon a course of action.*	Identifies problems and looks for support	
		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	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		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.	

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.