

PARADIGM TRUST

JOB DESCRIPTION

POST TITLE:

Midday Meal Supervisor

SALARY SCALE:

Scale 1A2, Point 8-10

RESPONSIBLE TO:

Senior Midday Meal Supervisor

Professional Duties

- Supervising and controlling pupils in and around the premises during the midday break.
- Assisting and directing pupils in and around the premises during the midday break.
- Dealing with and reporting any cases of unacceptable or unsocial behaviour by pupils to a member of the senior management team.
- Being aware of pupils on the "At Risk" register and reporting all incidents or comments to the Child Protection Officer or Executive Principal/ Principal/ Assistant Principal as appropriate.
- Assisting, as directed, with maintaining orderly arrangements both for the taking of a school meal and the use of the school building and other areas.
- Supporting the Authority's policies regarding the provision of school meals i.e. healthy eating, aware of dietary requirements etc.
- Understanding the necessity for checking minor injuries, getting advice from the designated first aiders, informing parents/carers and completing the accident book.
- Appreciating the need for flexibility in job responsibility and adapting accordingly to need.
- Ensuring the health and safety practices and procedures affecting pupils are adhered to during the midday break.
- Ensuring pupils are ready to return to their classes promptly.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the Executive Principal/ Principal/ Assistant Principals.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and have the ability to follow the child protection procedures adopted by the Trust.

Postholder _____ **Date** _____

Principal _____ **Date** _____

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Job and Person Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

PERSON SPECIFICATION

POST TITLE

Midday Meal Supervisor

	Application	Interview
Qualifications		
Qualified in the administration of first aid. If not, the candidate must be willing to receive training.	A	
Experience		
Experience of supervising pupils effectively in the appropriate age range.	A	I
Knowledge and understanding		
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.	A	I
Skills and abilities		
Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.	A	I
Understanding of and ability to establish clear boundaries in relation to pupils' behaviours in line with the Trust's behaviour policy.	A	I
Demonstrate self-motivation and a flexible attitude.	A	I
Ability to maintain strict confidentiality in all matters.	A	
Ability to use inter-personal skills to build and maintain effective working relationships.		I
Good verbal and written English communication skills.	A	
Additional		
Ability to understand issues affecting pupils with challenging behaviours.		I

Applicants should note that all of the above will be tested as part of our robust selection process and should ensure all of the criteria are evidenced in the written application. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.