



Ribston Hall High School

Job Description Midday Supervisor (6.25 hours per week)

Job Purpose

The midday supervisor is part of a team responsible for supervising students and the school's premises during the midday break to ensure that the lunch time service runs effectively, behaviour is monitored and that the safety and welfare of students is maintained.

Organisation & Supervision

- Assist with the set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage students' entrance and exit from the lunch area in an orderly manner
- Supervise students in the dining hall, corridors and classrooms
- Actively engage with the students during the lunchtime period
- Maintain cleanliness of dining area as required
- Clean up food and water spillages

Health and safety

- Observe students and the environment and take action to minimise any identified health and safety risks
- Call for first aid if required
- Record details of accidents/incidents/near misses in line with the school's reporting procedures
- Promote the school's policy around healthy eating to students
- Feed back concerns relating to students' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the Assistant Head in charge of Pastoral Support, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure students tidy up after themselves in the lunch area
- Follow any directions from class teachers on supporting specific students with challenging behaviour
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Safeguarding

May 2022

- Make sure students remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Main Duties and Responsibilities

- Support the school's ethos of Healthy Eating
- Update medical record and incident log if required
- To attend meetings as required with the Catering Manager and/or Finance and Operations Manager.

Other responsibilities

- To attend training as required
- Must contribute to the overall ethos and aims of the school
- Must carry out all duties in line with the school's Health and Safety policy, and other relevant policies.
- Must adhere to school policy with regard to Safeguarding and Child Protection, confidentiality and data protection. To report all concerns to the relevant member of staff.
- Must ensure that appearance and hygiene are kept to the highest standards.

Qualifications / Experience

- Experience of working in school or with young people
- Ability to communicate well with staff and students

Supervision Received

The postholder will be responsible to the Site Manager, and to the Finance and Operations Manager.

Principal Stakeholders

School Students, Staff, Visitors.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.