



BEDGROVE JUNIOR SCHOOL

Midday Supervisor
Bucks Pay Scale 1B ISN 6



Job Description

Accountable to: School Business Manager

Purpose of Job: To set up and clear away the lunch tables and equipment for lunch and to ensure the safety, general welfare and conduct of pupils in the dining hall during the lunch break period.

Duties and Responsibilities:

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

- Setting up hall for hot meals, including the setting up of tables and hot serving area.
- Cleaning and general duties in and around dining areas, including wiping down tables and trays after use.
- Supervision of children in the lunch hall
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of lunchtime.
- To assist in the clearance of any spillages and wiping down, clearing of tables, as appropriate.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance

The Post holder will contribute to the school's objectives in service delivery by:

- Supporting the school towards its journey in school improvement by adhering closely to policies and procedures and being a good role model of the schools vision and values.
- Adhering to the school's safeguarding procedures and attend relevant child protection training when required
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and Trustees. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Bedgrove Junior School and The Great Learners Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility.

Signed (Headteacher): Mr H Hillier Date:

Signed (Midday Supervisor) Date: