

## **MIDDAY MEALS SUPERVISOR VACANCY**

Desmond Anderson Primary Academy require a Midday Supervisory Assistant to join our friendly and enthusiastic team. We believe it is our responsibility to promote a community founded on respect, trust, fairness and honesty, where we are privileged to celebrate and nurture both our similarities and differences.

The role will include supervising pupils at lunchtime and assisting them with their lunchtime meals. In addition, it will involve indoor and outdoor play supervision as well as ensuring the lunchtime areas are clean and tidy.

Do you have experience of establishing positive relationships with children?

Do you take a creative approach when leading play activities and interacting with children?

We are looking for someone who:

- Is patient, calm and relaxed with an enthusiastic approach to learning
- Is confident in supervising children during activities indoors and outdoors

As an employee of University of Brighton Academies Trust, we can offer you:

- The opportunity to develop and grow your career within the Trust through our commitment to your continued professional development.
- A strong and supportive leadership team, dedicated to the development of staff and students
- Access to our Employee Assistance Programme, covering a range of health and welfare benefits
- Access to our employee discount programme, My Academy Rewards

Please do have a look at the job description and person specification for more information about the role.

Unfortunately visits to the Academy are not possible at the moment but if you would like more information please contact the Academy office on 01293 525596.

**The post is 7.5 hours a week, 11.30 a.m. – 13.00 p.m. Mon – Fri term-time only**

Salary: GRADE 2 £18,198 plus Crawley Weighting allowance of £609 per annum, pro-rata. Actual salary £3,073.75 + £102.86 = £3,176.61 per annum.

Applications should be made online at <https://careers.brightonacademiestrust.org.uk>

**The closing date for applications is: 28<sup>th</sup> January 2021**

**Interviews will be held on: w/c 1<sup>st</sup> February 2021**

**The Trust reserves the right to interview and appoint a suitable candidate before the closing date.**

*The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.*

## **JOB DESCRIPTION - MIDDAY MEALS SUPERVISOR**

**Responsible to: Senior Midday Meals Supervisor**

### **Main tasks/Key responsibilities**

1. To supervise the children entering the dining hall from the classroom and leaving the hall after they have eaten
2. To supervise the children in the hall, ensuring that they eat in an acceptable way and that their behaviour is calm e.g. no running, shouting, general poor manners. Supervisors of younger children are also expected to help with opening lunch boxes, flasks, toileting and coats.
3. Tables will be set out at the start of the session and wiped, stacked and stored at the end of the session. Chairs will be set out at the start of the session and stored at the end of the session. Floors will be spot mopped and swept. All food residues will be disposed of following correct procedures
4. Of the two supervisors in the dining hall, when tables and chairs have been stacked, one supervisor to stay and sweep/spot mop whilst the remaining supervisor joins the others on the playground
5. To supervise all areas, either inside or out giving particular attention to danger areas, such as steps, sides of the building, gates, corridors and toilets
6. To actively engage in play with the children and enjoy being outdoors no matter what the weather!
7. To report inappropriate behaviour to the Senior Supervisor
8. To encourage the children to play in a positive way and stop dangerous games
9. To attend to minor injuries and to refer all head injuries and more serious incidents to the Senior Supervisor

This Job description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 17<sup>th</sup> September 2019

### **Additional information**

This post is subject to an Enhanced Criminal Record Check

This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be considered spent under the act.

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## **MIDDAY MEALS SUPERVISOR**

### **PERSON SPECIFICATION**

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

**E** – Essential Criteria

<b>EDUCATION &amp; EXPERIENCE</b>
<p>1.1 Some knowledge of Health &amp; Safety Regulations as they relate to food handling and storage</p> <p>1.2 Experience of working with children</p>
<b>KEY SKILLS and ABILITIES</b>
<p>2.1 Ability to work effectively and supportively as a member of the school team <b>E</b></p> <p>2.2 Ability to work in an organised and methodical manner <b>E</b></p> <p>2.3 Ability to act on own initiative, dealing with any unexpected problems that arise</p> <p>2.4 Ability to demonstrate commitment to Equal Opportunities <b>E</b></p>
<b>PERSONAL ATTRIBUTES</b>
<p>3.1 Willingness to actively engage with children and encourage participation in activities <b>E</b></p> <p>3.2 Willingness to take personal responsibility for standard of work carried out <b>E</b></p> <p>3.3 Willingness to participate in further training and development opportunities offered by the school to further knowledge</p> <p>3.4 Willingness to maintain confidentiality on all school matters. <b>E</b></p>