

## Job Description

<b>Post Title:</b>	<b>Lunchtime Supervisory Assistant</b>
<b>Supported by:</b>	Catering Manager
<b>Degree of contact with students:</b>	High
<b>Working time:</b>	12.15pm to 1.50 pm Monday to Friday Term Time only
<b>Salary</b>	Grade B SCP 3 £4,549
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To supervise students effectively during the lunch breaks, maintaining a calm atmosphere in the dining room</li> <li>To supervise students effectively <u>anywhere on the school site</u> to ensure Health and Safety</li> <li>To ensure the safety, welfare and good conduct of students during the lunch times</li> <li>To liaise with duty staff and report any incidents of poor behavior</li> <li>To work individually or as part of the team to maintain high standards of hygiene and cleanliness in areas where students are permitted to eat</li> <li>To ensure that the dining room and any other venue where students are permitted to eat, remain clean and tidy. You will be required to clear up spillages, wipe tables, trays etc and generally leave the dining room/venue in a clean and tidy condition.</li> <li>To engage in in-house training so that you become a competent till operator on site.</li> </ul>
<b>Duties (Dining Room and/or other food venues)</b>	<ul style="list-style-type: none"> <li>To prepare the dining room (and/or other venues) for easy movement by straightening the chairs, benches and tables</li> <li>To supervise the queues, and ensure that students are well-behaved and are following instructions appropriately</li> <li>To supervise entry/exit into/from the dining hall by students</li> <li>To supervise any other venues where students are permitted to eat</li> <li>To supervise the clearing of tables by the students and the stacking of crockery and trays.</li> <li>To wipe down tables/chairs/benches, tidy the floor and return crockery to the counter.</li> <li>To place benches/chairs on tables as required each week in preparation for thorough cleaning.</li> <li>To help with the cleaning in other areas if the dining hall is finished early.</li> <li>To clean up spillages immediately to avoid potential accidents.</li> <li>To ensure that students do not run around, shout in or around the dining hall and that they do not loiter in or near the toilets.</li> <li>To brush and mop the areas as required</li> <li>To address any poor behaviour and report incidents to teachers as soon as possible.</li> <li>To operate the till as and when required.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>To supervise external areas of the school as and when required.</li> </ul>
<b>Enhancing own knowledge, skills and</b>	<ul style="list-style-type: none"> <li>To attend any training courses relevant to the post, ensuring continuing personal and professional development.</li> </ul>

<b>understanding</b>	
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</li> <li>• The successful candidate will also receive training for emergency first aid.</li> </ul>
<p><b>Variation in Role</b> This job description is current (March 2025) but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	
<p><b>Policy and Procedure</b> St John's School has an Equality and Diversity Policy and expects all members of staff to support that policy by behaving in a non-discriminatory way.</p> <p>The Health and Safety at Work Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.</p>	
<p><b>Safeguarding</b> The successful candidate will be subject to relevant vetting checks, including a satisfactory enhanced DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the Academy Trust.</p> <p>We are committed to safeguarding and promoting the welfare of children and young persons we are responsible for, or come into contact with. The Board expects all staff and volunteers to share this commitment. The successful candidate is expected to follow school policies.</p>	

Name of the Postholder:

Signed:

Dated: