



Job Description

Job Title	Midday Supervisor
Remuneration	Grade 2, Spine Point 3 (£5,895 per annum pro rata)
Responsible to	Catering Manager Headteacher
Hours	Term time only including 5 Inset days: 10 hours a week, Monday to Friday 11:30am to 1:30pm
Start date	As soon as possible

Job Summary

We are currently seeking to recruit a midday supervisor. The successful candidate will be responsible for supervising students during the break and lunch periods.

Key Responsibilities

- To supervise children during their lunch periods
- Communicate with children in a way that they can understand and relate to
- Ensure the safety, welfare, physical and mental well-being of all pupils
- Any other duties as may reasonably be required from time to time

Standards and Quality Assurance

- Supporting and upholding the aims and the ethos of the school
- Be aware of and comply with policies and procedures relating to healthy eating and School Food Standards, Child Protection, Health, Safety and security, confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- ❖ The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- ❖ Because this post involves working in a child-centred environment, candidates are required to comply with the school's procedures in relation to Keeping Children Safe in Education (2022). Successful candidates will be required to undergo an enhanced DBS check prior to confirmation of their appointment.

Person Specification		
	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • GCSE level (Grade C or above) in English and Maths • Right to work in the UK 	<ul style="list-style-type: none"> • Have experience of working with young children, preferably within an early years setting
Experience	<ul style="list-style-type: none"> • Good literacy skills • Good numeracy skills • Food preparation and service 	
Knowledge, understanding, skills and abilities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work constructively as a part of a team • Ability to identify own training and development needs • Ability to prioritise and organise own workload • The ability to work without direct supervision 	
Personal Qualities	<ul style="list-style-type: none"> • Good communicator • Ability to demonstrate initiative • A friendly manner, with a good sense of humour • Ability to work under pressure and be flexible • Personable, calm and organised 	

Safeguarding

Albemarle is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. Please note that an online check will be completed for all shortlisted candidates. Furthermore, all offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Application Process

Please click 'Apply' to begin your application via the TES application portal. Applications should reach the school no later than **Friday 3rd November at 12pm**.

Interviews will take place as and when suitable applications are received, so early applications are encouraged.