



MIDDAY MEAL SUPERVISOR

VALLEY INVICTA PRIMARY SCHOOL AT AYLESFORD

| JOB DESCRIPTION | |
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| Job Title | Midday Meal Supervisor |
| Grade | VIAT Living Wage |
| School / Department | Valley Invicta Primary School |
| Base | Aylesford |
| Hours | 7.5 per week, Term Time Only |
| Reports to | Headteacher |
| Accountable to | Headteacher |

Job Summary

To work with staff to ensure that the lunchtime runs efficiently and smoothly. To supervise pupils, making their safety and security the main priority, in the dining room and elsewhere around the school where necessary. The post holder will deal with pupils politely and assertively, and undertake cleaning duties in the dining room as directed by the line manager.

Key Working Relationships

- Headteacher
- Classroom Teachers and Teaching Assistant colleagues;
- Parents and Pupils
- Safeguarding and health and safety leads;

Key Responsibilities

a. Areas

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures:-
 - Carrying of meal to the table
 - Assisting with the service at the table
 - Training children in the correct use of cutlery
 - Clearing and stacking table equipment and serving dishes
 - Wiping and re-setting tables if necessary
 - Cleaning up food and water spillages on tables and floors
- To report to the Headteacher in the case of absence due to illness.
- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- To adhere to need for confidentiality at all times.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Safeguarding

VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality and diversity

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

Representing the Trust

To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

| PERSON SPECIFICATION | | |
|----------------------|--|---|
| AREA | ESSENTIAL | DESIRABLE |
| Experience | Previous experienced of working with children. | |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality | |
| Skills | <ul style="list-style-type: none"> • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly; • Good influencing skills to encourage pupils to interact with others and be socially responsible. | <ul style="list-style-type: none"> • Keen interest in the Arts, which is utilised to enhance classroom environments. • Has a specialist skill, which can be used to support the curriculum i.e. language or music |
| Attributes | <ul style="list-style-type: none"> • Ability to work as part of a team; • Calm, friendly nature; • Flexible approach to tasks, new ideas and change. • Actively enjoys working with children, has empathy and is sympathetic to their needs. • Professionally discreet and able to respect confidentiality. • Confident and able to use own initiative. • Patient and resilient | |

