




National Teaching School
designated by

**National College for
Teaching & Leadership**



GREAT SANKEY HIGH SCHOOL

MIDDAY SUPERVISOR

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL

JOB DESCRIPTION

MIDDAY SUPERVISOR

Core Purpose: To ensure the security, safety and good conduct of students during the lunch break

Responsible to: Catering Manager

Key Responsibilities:

- Preparation of the dining room, return trolleys, water trolley, ensure there are sufficient clean bins with bin liners
- Supervision of students in the dining room
- Maintaining a good order and discipline among students and safeguarding their health & safety
- Cleaning up spillages, and ensuring tables and the floor are clean
- Take bin liners around the table to encourage students to discard their rubbish
- Ensure hygiene standards are followed by brushing in between the tables and ensuring all debris is cleared away
- Encourage students to scrape their plates, stack plates and place cutlery in the buckets provided
- Encourage students to dispose of rubbish in the bins provided
- Transport used crockery to the dishwasher and stack it in trays
- Wipe and sanitise tables at the end of each lunch sitting
- Lift up tables and brush the floor thoroughly at the end of service
- During service and at the end discard all rubbish and regularly empty the bins
- Undertake other specific duties that may arise in the catering department
- Promote good pleasant customer relations in a professional manner
- Undertake any relevant training to the post
- Carry out other duties not specifically mentioned which are in accordance with the general level of the post
- To comply with school policies and procedures, statutory regulations according to the workplace this will include health and safety, hygiene and working safely. COSHH.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Midday Supervisor

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
5 GCSE's A - C		X	AF
Hygiene Certificate		X	

[B] Experience

	Essential	Desirable	Source
Previous experience in a school environment		X	AF/I
Experience of working within a catering service		X	AF/I

[C] Knowledge/Understanding

	Essential	Desirable	Source
Knowledge of H&S procedures and protocols	X		AF/I
Knowledge of use and maintenance of catering equipment		X	AF/I

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Ability to communicate at all levels	X		AF/I
Ability to work within recognised laid-down procedures and follow instructions	X		AF/I
Ability to stand / walk for a substantial amount of working time	X		AF/I
Ability to work effectively under often stressful circumstances	X		AF/I
Ability to multitask, prioritise and work on own initiative	X		AF/I
Well organised and able to work to pre-set deadlines	X		AF/I
Excellent customer service skills	X		AF/I
Excellent attention to detail and accuracy	X		AF/I
Present smart appearance and maintain good personal hygiene	X		AF/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)