

St Mary' Catholic Junior Academy

Job Description

Midday Supervisor

Job Title:	Midday Supervisor
Grade and Salary:	NJC Grade 2 SCP 3-5
Reporting to:	Head of School
Contract Type:	Permanent

Core duties

- Prepare the canteen and dining areas for lunchtime
- Clear and clean tables and floors of any debris
- Clean tables after use and brush floors
- Supervise students in designated areas during lunch break to ensure their safety, welfare and general conduct through appropriate application of school policies and procedures
- To assist with the setting up or removal of furniture as and when required.
- To take immediate action to attend any sickness or accidents
- To help maintain good order in the dining area

General responsibilities

- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To attend meetings as required.
- To undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.

Corporate responsibilities

- The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
 - To plan, monitor and review health and safety within areas of personal control.
 - To participate in the Trust's Performance Management process and engage in continuous professional development

and networking to ensure that professional skills and knowledge are up to date.

- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.