

## Job Description and Person Specification for Midday Supervisor (Food Service & Cleaning) at Bledlow Ridge School

**Responsible to:** The Deputy Headteacher

### **Job Description and Key Responsibilities:**

#### **1. Food Service:**

- Serve food to students in a safe, friendly, and efficient manner.
- Ensure food is served in accordance with school policies regarding portion control, allergens, and dietary restrictions.
- Monitor and maintain food safety standards during serving.

#### **2. Cleaning and Hygiene:**

- Clean plates, trays, and cutlery after use.
- Assist with clearing tables and cleaning dining areas to maintain a hygienic environment.
- Ensure all cleaning duties are carried out in accordance with health and safety regulations.

#### **3. Supervision and Support:**

- Encourage students to eat their lunch and provide assistance as necessary.
- Support children with any specific dietary needs or preferences as required.
- Assist children who need help with cutting food, opening containers, etc.
- Minimize food waste by encouraging children to take only what they can eat.

#### **4. Health and Safety:**

- Ensure that all children eat in a safe and orderly environment.
- Report any concerns regarding child welfare or safety to the appropriate staff.
- Follow the school's procedures for emergencies and accidents, reporting any incidents promptly.

#### **5. Team Collaboration:**

- Work with other staff members and supervisors to maintain a positive and efficient lunchtime environment.
- Assist with setting up the dining area before and after lunch.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom

## **Person Specification**

### **1. Qualifications and Experience:**

- No formal qualifications required, but experience in a supervisory or childcare role is desirable.
- Basic Food Hygiene certification (or willingness to complete relevant training).
- Experience working with children in a school or similar environment is preferred.
- An understanding of child protection procedures is an advantage.
- An understanding of child safeguarding and health and safety guidelines.

### **2. Knowledge:**

- Awareness of health and safety requirements in a school setting.
- Knowledge of safeguarding and the ability to follow safeguarding procedures.

### **3. Skills:**

- Strong communication skills, with the ability to engage with children and communicate effectively with staff.
- Ability to manage and supervise a group of children in a busy environment.
- Good organisational skills and the ability to work on your own initiative.
- Ability to remain calm and composed, especially in potentially stressful or challenging situations.

### **4. Personal Qualities:**

- Friendly, approachable, and caring attitude toward children.
- Reliable and punctual, with a good sense of responsibility.
- A positive attitude and enthusiasm for working with children.
- A good team player, working effectively with colleagues and the wider school community.
- Flexible and adaptable to changing school needs or priorities.
- Professional approach to all aspects of the role.

### **5. Other Requirements:**

- A commitment to the school's policies and ethos.
- Ability to work under supervision but also demonstrate initiative when required.
- Enhanced DBS (Disclosure and Barring Service) check will be required.

### **Safeguarding**

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Child Protection Officer
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.

### **Standards**

- set a good example in terms of dress, punctuality and attendance
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- Maintain confidentiality at all times
- Where appropriate, report concerns and liaise with teachers and office staff

## **Health and Safety Responsibilities of all staff**

All staff employed at Bledlow Ridge School have responsibility to:

take reasonable care for the health and safety of themselves and others when undertaking their work; checking classrooms/work areas and equipment are safe before use; ensuring safe working procedures are followed; co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy; not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare; reporting immediately to the Headteacher any serious or immediate danger; reporting to the Headteacher any shortcomings in the arrangements for health and safety; ensuring that they only use equipment or machinery which they are competent to use or have been trained to use; participating in health and safety inspections and the health and safety committee where appropriate.