

## Ormiston Maritime Academy

### Post: Lunchtime Supervisor

Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 1, pay point 2 (£23,656 FTE) (Actual salary £2,749 per annum)
Contract	Permanent
Hours:	5 hours per week, term time plus 5 inset days
Responsible to:	Vice Principal

### Purpose

- Overall purpose of the post is to ensure the security and care of pupils of the academy and to promote their social development during the lunch time period, under the instruction/guidance of the Principal and Senior Leadership Team.
- You will play a key role in ensuring behaviour and wellbeing in the lunching areas as well as school communal areas.

### Main duties and responsibilities

- To supervise pupils during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to a member of the Senior Leadership Team as appropriate
- To ensure the safety and well-being of children, providing emotional support where necessary
- To encourage and supervise appropriate activities under the direction of the Senior Leadership Team
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures
- To support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- To supervise activities relating to midday meals as well as other lunchtime activities that take place during the midday break
- Maintain the health, safety, welfare and safeguarding of pupils during the midday break
- May set out tables and chairs for the eating of lunch and clear them away
- May wipe down tables and clean dining areas between meals
- May clean up spillages of food or liquid during the meal service
- May operate tills and take money/vouchers as meal payment

- May set out and store equipment as well as ensure safe use of the equipment
- Reports any incidents and deals with any injuries in line with school policy
- Adheres to the school's behaviour management and safeguarding policies and any other relevant policies
- Communicates with pupils during the midday break, which includes such things as encouraging a healthy meal selection, overseeing play activities, and managing behaviour
- Exchanges information with staff about incidents and pupil behaviour
- To adhere at all times to the Trust's policies and procedures
- Maintain confidentiality of information acquired in the course of undertaking duties
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role
- All staff are required to partake in performance management and training activities

### Your Skills and Experience

- Able to form good relationships with students and staff
- Experience of working with/ dealing with children
- Able to follow written guidance and procedures
- Ability to identify and resolve straight forward problems e.g. a minor disagreement between pupils
- Commitment to safeguarding and equality of opportunity as well as inclusion.
- Desire to enhance and develop skills and knowledge through training
- Recognition of the importance of personal responsibility for health and safety

### General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, and support, differences and ensure equal opportunities for all
- Maintain confidentiality of information acquired in the course of undertaking duties
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Comply with Ormiston Maritime Academy staff dress code
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

### DBS

- An enhanced disclosure and barring check will be a requirement of the post



## Person Specification

Attributes tested by Application, Interview, Task and References	
<b>Qualifications &amp; Experience</b>	<b>Essential E/ Desirable D</b>
Experience of working within a school environment	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Experience of working in a busy catering/kitchen environment	D
Ability to work effectively to and with a range of stakeholders	E
Knowledge of health and safety matters	D
Knowledge of basic cleaning practices	D
Knowledge of legislation relevant to the post	D
Good standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Minimum GCSE Maths & English Grades A*-C or equivalent.	D
<b>Skills and Abilities</b>	<b>Essential E/ Desirable D</b>
Ability to work with systems to ensure the robust performance and actions to secure improvements.	E
Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E
Exemplary levels of integrity.	E