



The Ripley Academy

Post Title: Midday Supervisor

Pay Scale: NJC Scale 1 Point 1 - 3

Responsible to: School Services Director

Job Purpose: To assist in the supervision of students both in The Refectory and in outside areas to ensure the orderly conduct, welfare and safety of students during the school lunch break.

Specific Responsibilities:

Whilst inside:

1. Supervise students in The Refectory, including queues as required.
2. See that the overall arrangement for students to dine promotes an orderly and pleasant meals service
3. See that any spillage is removed quickly
4. Supervise return of used trays, crockery and cutlery by the students
5. Ensure that dining areas are left clean and tidy

Whilst Outside:

6. Arrange supervision to allow movement amongst the students within the area covered
7. Ensure acceptable standards of behaviour are maintained
8. Minimise the likelihood of students hurting themselves, others or damaging property
9. Supervising students in designated indoor areas during bad weather.

Generic Responsibilities

- Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.
- To support the effective running of the school on a day to day basis including being deployed flexibly where required
- To comply with the requirements of Data protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and school policy
- To be responsible for your own professional development and attend training where required
- To undertake any other reasonable duties within the overall function commensurate with the post.
- To conduct yourself in a professional manner at all times.

Signed:.....

Date:.....