

Servery and Midday Assistant Supervisor Job Description



Job Title	Servery and Midday Assistant Supervisor
Grade	Band 2
Reports to	Headteacher
Responsible for	Servery Assistants and Midday Assistants
Liaison with	Pupils (Senior) Midday Assistant Head of School Teaching and Admin Staff Catering and Caretaking Staff
Job Purpose	To supervise a team of Servery Assistance and Midday Assistants (MDAs), ensuring cooked meals meet school and legislative requirements. To lead the teams, ensuring the safety, welfare and good conduct of pupils during the midday break, in accordance with school policy, and under the direction of the Head of School. Serving food to pupils, maintaining the clean environment of the servery area.
Principal Accountabilities	<ul style="list-style-type: none"> • To organise and supervise a team of servery and midday assistants to ensure the safety, welfare and good conduct of pupils during the midday break. • To ensure there is adequate supervision of pupils in all areas of the school building and grounds where pupils are permitted access during the midday break. • To maintain servery hygiene and the safety, welfare and good conduct of the pupils during the midday break
Duties	<ul style="list-style-type: none"> • To communicate instructions from the Head of School to the Servery and Midday assistants. • To alert the Head of School (or nominated member of staff) to any concerns regarding an individual child or group of children. • To take a lead in organising activities for the children as appropriate • To implement the school's behaviour policy • To take a lead in dealing with minor accidents and to report any serious incident to the Head of School at the earliest opportunity. • To administer basic first aid and medication where required. • To ensure that all necessary records relating to accidents, first aid administered, behaviour, and sanctions employed, are completed by all midday staff. • To be responsible for the safe return of all pupils to the care of the teachers at the end of the midday break. • To supervise the clearance of the dining area, ensuring furniture and floors are clear of spillages etc. • To report staff absences to the Headteacher and re-organise rotas as necessary. • To serve meals • To enforce the necessary sanctions for maintaining good order. • To administer basic first aid and medication as required. • To oversee daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • Oversee, where necessary and appropriate the leading of games and activities with the children.

	<ul style="list-style-type: none"> • To alert the Head of School of any concerns regarding an individual child or group of children
General	<ul style="list-style-type: none"> • To attend relevant training and meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Signed _____

Date _____

Name _____