

### **Job Description: Lunch Time Supervisor**

<b>Reporting to:</b>	<b>Operations Manager</b>
<b>Start date:</b>	<b>01 September 2025</b>
<b>Contract:</b>	<b>10hrs per week, 39 weeks - Term time only 12:35pm to 14:15pm</b>
<b>Salary:</b>	<b>Scale 3 point 2 £26,537 (Actual Pro-rata Salary £6,340.63 per annum)</b>

#### **The Role**

As Lunchtime Supervisor, you will supervise students during lunch breaks. You will supervise their behaviour and ensure that the health and safety of the children is always maintained

#### **Key Responsibilities**

##### **Dining Room Support**

- To supervise pupils' movement to ensure all have access to lunch provision at the correct times
- To interact with pupils to maintain good order and courteous behaviour
- To observe pupils' behaviour and intervene when inappropriate behaviour compromises the safety of pupils
- Use the school's behaviour policy where appropriate
- To ensure pupils keep their eating area clean and tidy
- To set up the serving and dining areas as directed by the Catering Manager
- To serve food and always provide an efficient service
- To operate a cashless till and any other items of catering machinery or equipment as directed by the Catering Manager
- To carry out cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures.

#### **Other**

- To undertake various other responsibilities as directed by the catering manager, Operations manager and SLT

## Person Specification: Midday Meals Supervisor

### Qualification Criteria

- Right to work in the UK
- GCSE level Math's and English or equivalent level qualification
- Relevant Health & Safety and Food Hygiene qualifications, desirable

### Knowledge, Skills and Experience

- Experience of supervising children at the appropriate age range
- Experience in a similar role within a school or the education sector, desirable
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to contribute to overall school behaviour records and provide feedback
- Ability to deal with minor incidents, first aid, and the personal health and hygiene of students
- Strong interpersonal skills with adults and children
- Highly organised and efficient; capable of multi-tasking and working at pace
- Able to use initiative and imagination to devise games and play for children

### Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Helpful and positive nature, calm and caring
- High expectations for accountability and consistency
- Acts as a role model to staff and students
- Energetic and dynamic

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).