

The Bulwell Academy

Job Description

Post Title:	Midday Supervisor
Hours:	11 hours per week, 11:30am-1:40pm, term time only
Responsible to:	Senior Vice Principal

As an employee of The Bulwell Academy you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people

Core Purpose

To ensure that the health, safety, and welfare of the students is maintained throughout the lunchtime period, and that students behave in an acceptable, sensible, and respectful manner at all times.

The main areas of work will be the restaurant and areas of the Academy used during the lunch break, including areas where the students wait or queue for their meal.

Key Responsibilities

- Control queues within the dining area in an orderly fashion
- Supervise students eating their dinner and deal with any spillages
- See that trays are left in the correct place and are wiped clean where necessary
- Supervise the return of used crockery and cutlery by the students
- Ensure the students leave the tables clean and tidy for next occupant
- See that dining areas are left clean and tidy
- Ensure acceptable standards of behaviour are maintained at all times
- Deal with any accidents/liaise with a first aider as necessary
- Ensure Academy policies on eating and drinking around the Academy are adhered to

Enterprise

- *The post holder will seek to champion enterprise capability and business understanding in all students. This approach will be exemplified through their own behaviours and actions.*
- *Work to ensure that all students have the opportunity to understand how their learning can be applied in the world of work and support activities to enable the successful progression of students.*
- *Ensure that a professional and courteous approach is adopted by all throughout the academy*

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal, Senior Leadership team or Governors to ensure the efficient and effective operation of the Academy.

This is a description of the job as it exists at present; All Academy job descriptions are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.