

Role Profile: Midday Lunch Supervisor

Location: Meoncross School

Function: Domestic/Facilities

Reporting to: Catering Manager dotted line to Assistant Head – Community and Belonging Pastoral

About the School - Meoncross

A child's educational journey should be as unique as they are. We pride ourselves on our holistic approach whereby every child has the individual attention they need to thrive and succeed both in and out of the classroom. At Meoncross, every child is safe to say, 'I can be the best possible ME'.

We are very proud to be a through school for children aged 2.5 - 16 years, meaning we can welcome children into our school at any point in their educational journey. This could be at a natural key stage transition point such as starting 'big school' in Reception, Juniors in Year 3, or Upper School in Year 7, or anything in between. Academic achievement is high, but so is our focus on wellbeing, as we know that happy children are high achieving children. We nurture our pupils and develop the characteristics and qualities we know they will need to build bright futures.

Role Purpose

- Under the reasonable direction of the Senior Leadership Team, Catering Manager and Assistant Head, carry out the duties of a Midday Lunch Supervisor as set out in the current school policies.
- Uphold the professional code of conduct.
- Support the school in accordance with the ethos, organisation and policies of the school as a fully committed member of staff as detailed in the specific duties and core standards below.

What you Will be Doing

Key Task Areas and Responsibilities

- To manage high volume till operations in a fast-paced school dining environment, ensuring accurate transactions and minimal wait times
- To positively encourage good behaviour and table manners and hygiene
- To effectively communicate with pupils and staff and have the ability to efficiently work under pressure during peak lunch times



Job Description

- To take responsibility for the standard of cleanliness and hygiene of premises and equipment ensuring that any waste from lunches or packed lunches is put into the correct bin for recycling and to be actively encouraging the use of these bins by the pupils and staff
- To actively supervise the dining room procedures: - carrying of meals to the table - assisting with the service at the table - training children in the correct use of cutlery - clearing and stacking table equipment and serving dishes - wiping and re-setting tables if necessary - cleaning up food and water spillages on tables and floors
- To be responsible for ensuring the safety, welfare and good conduct of pupils whilst in the dining room
- To ensure that the catering service runs efficiently, contributing to a positive team environment by being reliable, flexible and willing to help where needed
- To deliver excellent customer service to pupils and staff, promoting a positive and welcoming atmosphere
- To maintain standards of Kitchen and personal hygiene and health and safety and operate to the standard required by the statutory health and hygiene regulations
- To liaise with the Assistant Head Teacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern
- To attend any of the job training sessions as required
- To follow the school's absence policy in the case of absence due to illness
- To contribute as a member of a team to the ethos and environment of the school
- To adhere to need for confidentiality at all times
- To perform such other duties as reasonably requested by the Catering Manager, Head Teacher or Senior Leadership Team.

General

- To ensure that professional and good levels of communication are maintained with staff at all times
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

Food Safety

- To ensure compliance with Food Safety and Health & Safety Legislation by completing level 2 Food Hygiene and Allergy Awareness

Job Description

- To ensure that stock is rotated correctly (e.g. First In, First Out) - to prevent foodstuffs from becoming out of date
- To ensure that all food temperature charts are completed on a daily basis (delivery, fridges.)
- To ensure that food wastage is minimised and a record kept of all food wastage
- To ensure a high standard of cleanliness within the kitchen and all dining areas
- To ensure that a high level of hygiene is maintained by all staff in the kitchen at all times & that protective clothing is worn throughout the catering operation

Accountability

As a member of staff at the school, you will:

- fulfil all aspects of the main tasks identified on your job description
- fulfil all aspects of the job activities identified on your job description
- fulfil the following generic aspects:
 - o conduct themselves in a professional manner
 - o adhere to the school dress code
 - o to complete paperwork as and when required

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll Bring

Skills

- Ability to prioritise tasks
- Ability to work on own initiative
- Ability to work as part of a team
- Ability to build relationships with children & young people
- Flexible approach to working

Other

- Willing to undertake training
- Resilience
- Good standard of personal hygiene
- Awareness of Health and Safety (desirable)

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Meoncross School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:**• Signed:****• Name (print):****• Date:**