



Castle View
Enterprise
Academy

Your Academy....Your Future

Post Title	Lunchtime Supervisor/Cleaner
Purpose	To supervise and provide support for the social and personal needs of the students ensuring that they have a safe, clean and healthy environment during lunchtime.
Responsible to	Operations Manager
Responsible for	Managing student welfare and safety, and coordinating with catering staff to ensure student lunch periods run efficiently.
Contract Type	Term Time Only 20 hours per week Monday – Friday (10:00 – 14:00)
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Band B, SCP 3 (£12.85 per hour)
Disclosure Level	Enhanced
Expectations	<p>There is an expectation that all adults who work at Castle View Enterprise Academy will:</p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress • Contribute to the Academy enrichment programme.

<p>Main Duties</p>	<ul style="list-style-type: none"> • Control of student queues and monitoring access to toilets. • Supervising pupils eating meals. • Offering care and support throughout lunchtime. • Ensuring crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points. • Sweeping the dining hall area during and at the end of each session. • During service report any unacceptable behaviour or particular incident to the member of the Senior Management Team on duty • Working under the direction of the member of Senior Management Team on duty • Taking responsibility for a group of pupils or an area as requested by staff on duty • Promoting good order and high standards of behaviour. • Demonstrating flexibility in relation to covering different areas within the school. • Supervising other activities during lunchtime including setting out and storing of relevant equipment. • Providing point of sale cover during busy lunch periods to reduce queueing and congestion • Reporting and documenting any accidents and incidents that occur during lunchtime in line with school policies and procedures. • Being watchful of any potentially hazardous situations e.g. slippery floors etc. and acting upon any concerns. • Attending and participating in training and development courses as required. • Attending meetings, liaising and communicating with colleagues in the school. • Being an effective role model for the standards of behaviour expected of pupils. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body. • Treating pupils consistently with respect and consideration, and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures. • Building and maintaining successful relationships with pupils and staff. Report details of any unknown or unauthorised visitors to Senior Leadership Team or duty staff at the earliest opportunity. • Any other reasonable duties as requested by the Principal or Operations Manager.
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Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Experience	
Experience of working with young people	D
Previous experience of working in a school environment	D
Training	
Current first aid certificate	D
Willingness to participate in further training and development opportunities to further knowledge	E
Knowledge & Skills	
Ability to meet children's needs	E
Knowledge of health & safety regulations	D
Ability to work effectively and supportively as a member of the school team	E
Ability to assist in the training of staff	D
Good communication skills	E
Good organisational and time management skills	E
Ability to complete tasks	E
Personal Circumstances	
An understanding of equal opportunity	D
Willingness to maintain confidentiality on all academy matters	E
Attributes	
High standards of hygiene and cleanliness	E
Capable of working unsupervised	D
Willingness to take personal responsibility for standard of work carried out	E
Ability to work independently	E

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.