

Job Description **Lead Midday Supervisor (DIH)**

Start Date:	ASAP
Responsible to:	School Operations Manager
Location:	Longfleet CE Primary School
Grade:	Grade D, SCP 5-6 (£12.85 - £13.05 per hour FTE)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- Manage lunchtime organisation and effective staff deployment.
- Oversee DIH (delivered in hot) lunchtime meals.
- Working in accordance with the Food Safety Management Plan to comply with food health and safety standards, in line with legislation.
- Escalate service delivery issues such as missing items, quality, portion control and guidance, allergy concerns and labelling to the caterers
- Ensure washing up and cleaning duties are carried out to maintain a clean space in which to prepare, cook and serve meals.
- Work alongside the school's leadership team to help organise and manage the outdoor play activities and resources.
- Ensure daily rotas are in place and staff absences are covered.
- Be a role-model for the school's Christian vision and values.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Build a positive relationship and liaise with the appointed caterer on a daily basis. To be the first point of call for any troubleshooting.
- Strong understanding of the Food Safety Management Plan / Hazard Analysis & Critical Control Point (HACCP), including being responsible for:
 - Recording compliance checks, temperatures etc
 - Completing daily, weekly and monthly checks
 - Stock control, ordering and rotation
 - Encouraging a high level of hygiene at all times
- Strong understanding of guidance issued by the caterer in order to ensure meals are served as instructed.
- To supervise, lead and instruct colleagues in the preparation and serving of meals and associated activities. This will involve delegating and allocating tasks to others as well as quality checking.

- Report staff absences to the Office Manager and take the lead with arranging cover as applicable.
- Organise the daily rota of the midday team to ensure the pupils are appropriately supervised whilst eating and playing.
- Be aware of pupil allergies, be familiar with the CLP and appointed caterer's processes and information regarding allergies, know where pupil allergy information is kept, be familiar with the school's methods of identifying pupils with allergies.
- Ensure the Food Service Assistants have a good understanding of allergies and policies.
- Be willing and able to serve hot food to the children, following all procedures to ensure everyone is kept safe.
- Leftover food is to be correctly disposed of daily unless otherwise instructed by the catering provider.
- Be responsible for making sure that the kitchen, hall, all cooking equipment and play equipment is left tidy, clean, and correctly stored, at the end of every shift.
- Work alongside the school's Inclusion Team to ensure pupils with additional needs have appropriate adaptations in place as required.
- Work alongside the school's leadership team to create a play environment and experience which reflects the school's vision and values.
- Report all incidents and near misses as required by your school; this could be via the office or direct to the School Operations Manager; ensure a good understanding of the reporting requirements in your school.
- Support the school's health and safety procedures by informing the school office of any hazardous and potentially hazardous situations observed during the period of duty.
- Support the school's first aid procedures by reporting accidents / injuries to the identified First Aider, and ensuring that your team also follow these procedures.
- Be willing to undertake all relevant training as directed by Coastal Learning Partnership. Assist in the training of newly appointed Midday assistants.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.
- The post may require moderate physical effort, as some movement of furniture may be required.
- The post holder may be required to work outside in moderately adverse conditions.
- The post holder may be expected to help manage challenging behaviour from pupils.

Supervisory / Managerial Responsibility

- Organise and co-ordinate the effective deployment of Midday Assistants:
 - Create staff rotas.
 - Report staff absences to the Office Manager and take the lead with arranging cover as applicable.
 - Ensure that Midday Assistants are deployed effectively throughout the school to ensure coverage in all key areas.
 - Ensure all Midday Assistants carry out their duties in accordance with CLP and Health and Safety policies.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher