

JOB DESCRIPTION



MIDDAY SUPERVISOR/CLEANER

Responsible to:

Site Manager

Core purpose:

To look after the welfare of students in the dining hall and social spaces during lunchtime. To ensure that student behaviour is appropriate and that all students are safe and secure. To support in maintaining the cleanliness of eating areas within the Academy.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

General duties and responsibilities:

- Assist in the provision of a safe and healthy environment for all premises users; to include the supervision of and cleanliness of social areas within the Academy
- Effective supervision of students as they enter and leave the dining area
- Assisting in clearing up the dining area during and at the end of lunchtime to provide a pleasant environment for students to eat their lunch
- Build positive relationships with students, encouraging them to have respect for others and their surroundings
- Reinforcing good standards of behaviour and advising students how these form part of the Academy vision
- Where necessary, and/or as directed, carry out cleaning and tidying up duties; areas to include grounds, toilets, internal glass, walls
- At all times to carry out the responsibilities/activities of the post with due regard to the Academy's Health & Safety Policy
- Play a full part in the life of the Academy community, supporting its mission and ethos, to include Electives and duties
- Promote the Academy's policies
- To engage actively in the staff review and development process

- To undertake professional development
- To undertake any additional duties or reasonable requests required by the Executive Principal or his/her representative

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... Post holder Date	
..... Line Manager Date Position

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.