



**Assumption Grammar School**  
*Specialist School for Music with Physical Education*  
**Fully Alive**



**LUNCHTIME SUPERVISOR (TERM TIME)**

POST TITLE	Lunchtime Supervisor with Ancillary Duties
HOURS	Minimum of 15 hours (11.00 am to 2.30 pm) per week Monday-Friday (Term Time)
SALARY	NJC Scale Point 1-2 starting at the lowest point. The NI Local Government Officers' Superannuation Scheme applies.
RESPONSIBLE TO	The Principal through the Director of Corporate Services and Catering Supervisor.

**JOB PURPOSE:**

To be responsible under the direction of the Catering Supervisor individually or as a member of a team as may be employed, for the supervision of children and the maintenance of discipline for children in the school dining areas and any other designated areas including outdoors during break and lunchtime.

To work effectively as part of the catering team under the direction of the Catering Supervisor to provide other ancillary duties as required.

**MAIN DUTIES AND RESPONSIBILITIES:**

**1 SERVICE DELIVERY**

- To assist in the supervision of children in order that health and safety regulations are observed and school discipline is enforced.
- To liaise with the Catering Supervisor on all matters relating to break/lunchtime supervision.
- To deal with minor problems, accidents/sickness and report any serious incident to the Catering Supervisor immediately.
- To supervise children during break and lunchtime, including:
  - The movement of children between dining areas where necessary
  - The supervision of queues, seating arrangements, and the circulation of pupils to and from service points
  - Supervising the conduct of diners and maintenance of good order
- Duties as delegated in connection with operation of cash register.
- Carry out general dining area duties including: **replenishing drinks and food**; washing up; the clearing away of equipment such as tables, chairs and benches; the disposal of all dining area rubbish; and the cleaning of dining areas and equipment (including tables, floors and walls).
- Implement all relevant school policies and procedures.
- Such other duties as may be assigned within the level of the post.

## **2 GENERAL CONDITIONS**

- All duties must be carried out strictly in accordance with: all relevant Acts of Parliament, Statutory Instruments and Regulations, including the Food Hygiene Regulations, the Health and Safety at Work Regulations, and the Control of Substances Hazardous to Health Regulations; all relevant Codes of Practice and guidelines; and any other legal requirements.
- All items of equipment must be used properly and safely. Any equipment defects and any accidents at work must be reported immediately to the Catering Supervisor.
- All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.
- The post-holder must maintain at all times the standards of personal hygiene required by the School, particularly with regard to make-up, jewellery, hand-washing, and the reporting of any illness or symptoms associated with food poisoning or food borne disease.
- All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

## **3 TRAINING**

- The post-holder will be required to accept any training offered by the School for jobs graded at a higher level than this post. However, payment will only be made by the School where there is a requirement for the higher level duties to be carried out.
- The post-holder will be required to accept any training offered by the School that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

*The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Catering Supervisor, the Director of Corporate Services, the Principal, or the Board of Governors.*

**PERSONNEL SPECIFICATION**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>1. Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Experience not essential as full training will be given</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in a supervisory capacity</li><li>• Basic food hygiene certificate</li></ul>
<b>2. Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• Communication skills;</li><li>• Interpersonal skills;</li><li>• Organisational skills;</li><li>• Awareness of Health and Safety issues in a canteen;</li><li>• Ability to work within a team to develop the unit and promote the service.</li></ul>	
<b>3. Personal qualities</b>	<ul style="list-style-type: none"><li>• Ability to work as a member of a team</li><li>• Self motivated</li><li>• Awareness of personal/work hygiene issues</li><li>• Flexible;</li><li>• Adaptable within the work routine</li></ul>	
<b>4. Other requirements</b>	<ul style="list-style-type: none"><li>• Able to communicate with children, young adults</li></ul>	

*The Board of Governors reserves the right to enhance the Criteria outlined above.*

*August 2024*