Job Description

POST: Lunchtime Supervisor

GRADE: NJC points 1-3

SALARY: £4,306.26 (actual salary)

LOCATION: Oasis Academy Oldham, Hollins Road, Oldham

WORKING PATTERN: 10 hours a week (12.30 -2.30pm Monday-Friday), term time only

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: To supervise students during the academy lunch break to ensure a calm environment. To ensure the canteen and surrounding areas are clean and tidy to maintain a safe environment for students and staff.

SPECIFIC RESPONSIBILITIES:

• Be responsible for an allocated area and interact, supervise and manage the students within your allocated area
• Ensure students clear up in a satisfactory manner, disposing of litter and leftover food in the bin and returning their tray with used crockery and cutlery to the tray stands
• Clean up any spillages immediately.
• After each lunch break, wipe tables and sweep the floor to ensure the dining area is left clean and tidy. Replace all rubbish bags and place full bags in container outside.
• Maintain a good standard of behaviour around the academy throughout the lunch breaks
• Oversee student activities and behaviour, ensuring their safety and well-being
• Deal with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to colleagues on duty and line manager, according to severity of incident
• Be aware of the importance of security and ensure that visitors have signed in or are directed to the visitor’s reception.
• To be observant and report any concerns to academy staff
• Be aware of relevant issues and ensure the safeguarding of the welfare of students.

General

• Set a good example in terms of personal presentation, attendance and punctuality.
• Be a responsible caring adult with the health, safety and welfare of students always in mind
• Show conduct which commands respect and ensure that the students behave safely at all times
• Encourage good table manners and good behaviour whilst students eat their meals

Health & Safety

• Be aware of how to contact a first aider also of the fire evacuation and lock down procedures
• Work to academy policies to maintain a safe environment for students and other staff
• Be vigilant in respect of health and safety issues e.g. clean up as quickly as possible when food is spilt or dropped and ensure that slip or trip hazards such as wet floors are dealt with properly.

Safeguarding children and young people
• Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Other:
• The post holder will carry out additional site-specific duties if required (subject to negotiation).
• The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
Person Specification
Lunchtime Supervisor

Our Purpose
Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

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<td><strong>Qualifications</strong></td>
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| • Educated to GCSE or equivalent | • A first aid qualification  
• A qualification / successful completion of a training course in working with children |
| **Experience, Skills & Knowledge** | | |
| • Experience of working as part of a team  
• Ability to work safely and encourage safe behaviour from students  
• An ability to show initiative and apply effective strategies to deal with situations which may arise in school e.g. dealing with a disagreement between students  
• An ability to interact positively with students, parents and colleagues  
• Articulate and able to communicate effectively with staff and students | • Experience of working within a school setting |
| **Personal Qualities** | | |
| • Calm and patient, a ‘kind but firm attitude’  
• A genuine desire to work with, and on behalf of, young people.  
• Energy and drive.  
• Good sense of humour  
• Commitment to equality of opportunity for all, regardless of gender disability, religion, and ethnic origin  
• Willingness to undergo appropriate checks, including enhanced DBS checks  
• Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. | |