



The Tiffin Girls' School

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JOB DESCRIPTION: LUNCHTIME SUPERVISOR

GRADE	A
REPORTING	Responsible to: Catering Manager
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • Operations Director • Teaching and support staff • Pupils
MAIN PURPOSE OF JOB	<ul style="list-style-type: none"> • Undertaking the supervision of students in the dining hall
Main Responsibilities	<ul style="list-style-type: none"> • Monitor the dining hall and ensure that the environment is appropriate for eating and complies with Environmental Health regulations • Use the cashless catering system as a Point of Sale and to input items if the network fails • Assist in organising the lunch queue ensuring calm atmosphere and good behaviour • Ensure students tidy/clear up after meals in a satisfactory manner and assisting as and where necessary • Clean up spillages in accordance with infection control procedures • Encourage social skills and good table manners • Discourage dangerous behaviour and report unacceptable or challenging behaviour to the member of the senior leadership team on duty • Ensure that any student who suffers an accident or injury is dealt with in line with the school's first aid procedures • Being aware of cultural differences between students, dealing with any incidents of or racism or bullying in line with agreed school procedures • Attend relevant training sessions including first aid training if required • To work within the school's Staff Code of Conduct and Safeguarding procedures • To perform any other duties, as may reasonably be required by the Headteacher, which are considered to be commensurate with the job purpose and grading of the post. <p>This job description will be altered as necessary to meet the changing needs of the school.</p>

PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Experience of working with children/young people. 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment. • Experience of liaising with other professional colleagues. 	Application form References Interviews
Knowledge and skills:		
<ul style="list-style-type: none"> • Able to communicate effectively with people of all ages and levels. • Knowledge of cashless catering systems, or willingness to be trained to use the cashless tills • Able to follow direction of line manager and others. • Able to deal with any bullying/challenging behaviour that may require intervention. • Able to keep the dining hall clean and deal with spillages. • Able to clean to a high standard. 	<ul style="list-style-type: none"> • Encouraging good social skills and manners. 	Application form References Interviews
Personal qualities:		
<ul style="list-style-type: none"> • Able to form good relationships with students, staff and service users. • Able to work flexibly to respond to unplanned situations. • Able to keep calm when under pressure. • A flexible, 'can-do' attitude • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		Application form References Interviews