Little Lever School

be kind | work hard | take responsibility

JOB DESCRIPTION

Department	LITTLE LEVER SCHOOL
Job Title	MIDDAY SUPERVISOR – PERMANENT
Hours	16.25 HOURS A WEEK TERM TIME ONLY
Grade	GRADE C SCP 5-6 (ACTUAL ANNUAL SALARY £9,705 – 9,860)
Primary Purpose of the Job	**Overall purpose of the post:** To ensure that the well-being, health and safety of students is maintained at midmorning breakfast and lunchtime. Support the site team with cleaning and maintaining the site
Responsible to	OPERATIONS / BUSINESS MANAGER

Main Duties and Responsibilities:

Ensure acceptable standards of behaviour are maintained during the break and lunchtime period;

Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times;

Supervise students in the canteen and other areas of congregation eg. toilets;

Ensure all students follow corridor climate; permanent

Supervise students coming into the canteen and collection of food;

Supervise students going to the dining tables;

Supervise students clearing trays and assist in keeping the area clean;

Ensure positive relationships are made with students during the break and lunchtime periods;

Supervise students in other areas of the site as directed;

Work positively with students to prevent them removing food and drink from the dining areas;

Ensuring that the environment is clean and clear from slip hazards in the dining area;

Cleaning and clearing tables in the dining area;

Unload and put away chairs and tables;

Empty bins and ensure dining areas are free of litter;

Ensure all rubbish is taken to outside bin area;

Intervene in student behavioural issues, using positive behaviour management strategies to bring about improvements in student behaviour;

Support the catering staff where needed;

Undergo appropriate training

Additional Responsibilities

Deal with any immediate problems or emergencies according to the academy's policies and procedures;

Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;

Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

To comply with the academy policies and procedures at all times;

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

This job description may be subject to change, following consultation between the post holder and the academy.

Date Job Description prepared/updated	September 2026
Job Description prepared by	HR