

# Job Description and Person Specification

## Role

Breakfast / Lunchtime Supervisor / Assistant  
Beckfoot Trust  
Salary/Grade: Band 3-4  
Reporting to: SLT

# JOB DESCRIPTION

## Corporate Responsibilities

- To supervise pupils in designated areas, ensuring a safe and hygienic environment and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

## Key Duties and Responsibilities

- Actively supervise all pupils in designated areas ensuring their safety and wellbeing is maintained
- Encourage positive behaviour and conduct in line with school procedures, responding to incidents requiring attention in line with school procedures
- Promote opportunities for emotional and physical development
- Clean and tidy designated areas with care in line with service standards, ensuring areas are ready for use
- Prepare and use cleaning equipment and products effectively and safely in line with regulations
- Communicate effectively with colleagues to support supervision arrangements, reporting concerns or incidents encountered
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Provide occasional cover for colleagues
- Attend and support meetings and undertake duties as required in line with school calendar
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- To establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Date: October 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Breakfast / Lunchtime Supervisor / Assistant

|                               | Essential Requirements   | Desirable Requirements   | How Identified   |
|-------------------------------|--|--|--|
| Qualifications                | <ul style="list-style-type: none"> <li>Adult literacy / numeracy at Level 1</li> <li>Evidence of relevant training or willing to undertake training to assist performance in role</li> </ul>   |  | <ul style="list-style-type: none"> <li>Application</li> </ul>                    |
| Experience                    | <ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of cleaning in a relevant environment</li> </ul>                                       | <ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul> |
| Knowledge, Skills and Ability | <ul style="list-style-type: none"> <li>Ability to relate well and work effectively with children and adults.</li> <li>Ability to support and supervise pupils with a range of needs</li> <li>Ability to work constructively as a part of a team</li> <li>Ability to work proactively and independently</li> <li>Cleaning skills</li> <li>Ability to communicate clearly, assertively</li> </ul>  | <ul style="list-style-type: none"> <li>Knowledge of relevant policies / procedures for e.g manual handling, disposal of waste</li> </ul> | <ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul> |
| Character/ Values             | <ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A belief in education and commitment to high levels of service to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>Driven by values</li> <li>Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>Understand the importance of work/ life balance</li> <li>Resilient, flexible and hardworking</li> </ul> | <ul style="list-style-type: none"> <li>Interest in the school's wider role in the community</li> </ul>                                   | <ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul> |
| Personal Circumstances        | <ul style="list-style-type: none"> <li>Legally entitled to work in the UK</li> <li>Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> </ul>   | <ul style="list-style-type: none"> <li>Flexibility to support out of hours activity on occasion</li> </ul>                               | <ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>  |