



Ashmole Academy

JOB DESCRIPTION

- JOB TITLE:** Meal time supervisor
- PURPOSE OF JOB:** To supervise the students during the lunch period
- RESPONSIBLE TO:** The Head Teacher in all matters and to the Deputy Catering Manager in all matters as line manager.

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

Lunchtime Assistant

Duties to include:

- Prepare the dining hall for lunch including filling up merchandise and organising cutlery.
- Supervision of the students.
- Oversee pupils clearing their plates.
- Wiping down of tables and chairs.
- Ensuring students follow the rules for the dining area.
- Reporting incidents to duty teachers.
- Organise the waste area.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder : _____

Date: _____

Head Teacher: _____

Date: _____