

<b>Job title:</b>	Midday Meals Supervisor	<b>Salary:</b>	£5,216.59 actual salary per year [£17,050.00 FTE]	<b>Contract term:</b>	Permanent, 12.5 hours per week and 39 weeks per year
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<b>Responsible to:</b>	Hospitality Manager	<b>Responsible for:</b>	N/A
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### **Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive’s dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of ‘Excellence’, ‘No Excuses’ and ‘Unity’. Through upholding these core values, Mossbourne will be first academy federation whose schools are without exception, exceptional.

The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within the Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and 6<sup>th</sup> Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

### **Mossbourne Community Academy**

The federation’s flagship school Mossbourne Community Academy (MCA) is built on high expectations, and doing right by the students in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level, achieving recognition nationally for setting a new benchmark for non-selective comprehensive education. All students regardless of background or ability are encouraged to achieve and fulfil their true potential. With outstanding GCSE and A-level results Mossbourne Community Academy is placed in the top 1% of schools in the country furthermore 86% of MCA students achieve 5, A\*-C GCSE including English Language and Mathematics.

### **The Midday Meals Supervisor Role**

The Midday meals supervisor provide an important service to the Academy and its students ensuring the efficient and effective running of the dining room. As a member of this team, reporting to the Hospitality Manager, the role is part-time from Monday to Friday, 12.50 hours per week. Duties include responsibility for the supervision, health and safety and orderly conduct of pupils taking a school meal, supervision of playgrounds and reporting of playground issues and incidents during the mid-day break.

### Key Accountabilities

The post holder is responsible for:

- Preparation of the Academy's dining room prior to service
- Maintaining the smooth flow of students throughout the lunch period
- Ensuring students are seated
- Supervising the lunch queue
- Cleaning and tidying of the dining room at the end of the service
- Follow school policy and procedures to record and report incidents, accidents and safeguarding concerns
- Administer basic first aid, when necessary
- Observe and apply the Academy's health and safety policy in the supervision of pupils
- Work co-operatively with all staff to manage mixed ability groups across the lunch period
- Maintain absolute discretion and confidentiality with regards to all sensitive and personal information

#### **Dining Hall**

- Assist with receiving and directing pupils in the dining area
- Clear tables and clean floors where food has been dropped
- Supervise pupils and deal with any incidents which might arise in line with the school's Behaviour Policy
- Maintain vigilance and security in the school, reporting any concerns as appropriate

#### **Other**

- Participate in meetings and training as part of development and team building as necessary, which may be outside normal working hours
- Support Mossbourne Federation vision and policies, particularly in relation to Child Protection & Safeguarding, Code of conduct, GDPR and Health & Safety
- Undertake any other duties consistent with the purpose of the job

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing and supporting inclusivity, diversity and anti-racism in every facet of what we do.

<b>PERSON SPECIFICATION</b>	
<b>Essential [E] or Desirable [D]</b>	<b>Requirements</b>
<b>Qualifications</b>	
<b>D</b>	<ul style="list-style-type: none"> <li>A minimum of 3 GCSEs at grades A*-C including English &amp; Maths</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>Current first Aid Qualification</li> </ul>
<b>Experience</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of Supervising pupils (individuals or groups) in a school setting</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of administering first aid</li> </ul>
<b>Personal Skills</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills and be able to communicate effectively.</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to handle confrontation situations in a diplomatic and assertive manner and can mutually agree an outcome</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to develop good relations with staff, pupils and the wider academy</li> </ul>
<b>Behavioural Competencies</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to accurately follow instructions from the Hospitality Manager and other staff as it applies to the role</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Very reliable</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Must be able to work as part of a team as well as on initiative, with the ability to prioritise workload</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to work under pressure and ensure all deadlines are met</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Must be well organised</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Proactive approach and efficient time management and prioritisation skills</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Good attendance and punctuality</li> </ul>
<b>Applicable to all staff</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Undertake training as required to so in order to fulfil the requirements of the role</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Support Mossbourne Community Academy's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>Recognise your role as part of the succession of Mossbourne</li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>Play an active role in terms of Safeguarding all students and adults</li> </ul>

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.