



Job Description and Person Specification

Midday Supervisor Assistant

Midday Supervisor
6.25 hours per week TTO plus 1 week (39 weeks)
NJC Scale B3

Pay award pending

Responsible to: Chef Manager
Start Date October 2026 or as soon as possible

We are seeking to appoint a motivated and enthusiastic individual to join our friendly team to supervise children during the lunchtime period. Work is undertaken under the guidance of the cook/catering manager.

The post will be 6.25 hours per week (1.25 hours per day Monday to Friday) with the hours being worked between 12.50am and 2.05pm during term time only.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Main responsibilities

- Supervise students while queuing for food
- Supervise students when clearing plates
- Clean dining area and all dining tables
- Supervise and monitor all areas of school during lunch period

General

- Be able to work as part of a dedicated and supportive team, with good interpersonal skills to relate to colleagues, students and parents.
- Can exchange straightforward information with colleagues and users
- Display commitment to the protection and safeguarding of children and young people
- Value and respect the views and needs of child

RUGBY HIGH SCHOOL is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); online checks as part of KCSIE; medical fitness; identity and right to work in the UK. Applicants will be required to provide two suitable references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All staff have a responsibility to provide a safe environment in which children can learn this includes ensuring that health and safety regulations are followed; activities that are potentially hazardous are risk assessed and contributing to the maintenance of a supportive culture throughout the school community in which students feel cared for, respected and listened to.

The post is subject to an enhanced DBS Disclosure.

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General

- Be able to work as part of a team, with good interpersonal skills to relate to colleagues, students and parents.
- Have the capacity for hard work, enthusiasm, self-motivation and the ability to work to deadlines
- No previous experience necessary.
- Able to operate equipment and use materials
- Can identify straightforward solutions to simple problems, eg improving working methods.
- Can exchange straightforward information with colleagues and users
- Display commitment to the protection and safeguarding of children and young people
- Value and respect the views and needs of children



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