

Role Profile

Post Title:	School Dining Supervisor
Grade:	Living Wage
Date Created:	13th June 2022

ROLE DEFINITION

To supervise children during their lunch period and maintain the cleanliness of the dining environment.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Support the school leadership team to ensure children are adequately supervised during their lunch period.
- Establish positive relationships with children.
- Support children to access their school provided meal or packed lunch as required.
- Ensure expected standards of behaviour are maintained by children during their lunch period, reporting any issues to the school leadership team as necessary.
- Maintain the cleanliness and hygiene of the dining environment by regular cleaning of touch points, clearing of tables, clearing of spillages etc.
- Undertake any learning and development required for the role.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	•	•	• Application Form • Interview
Experience	• Working with or caring for children	• Working within an education setting	• Application Form • References • Interview
Specialist Knowledge	•	• Health and Safety procedures	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Communication skills • Ability to build positive relationships with children	• Moving and handling trained	• Application Form • References • Interview
Other	• Ability to undertake learning and development as required • Required to join the PVG Scheme for this type of regulated work	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

