



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Dining Room Supervisor	Job Number:	Various
Department:	Education & Children's Services	Grade:	A
Location:	Western Isles Schools	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Operations Manager		

Job Purpose

To supervise pupils over the lunchtime break.

Duties

1. Supervision of pupils in the dining hall during the lunch period.
2. Promoting healthy choices on the menu and encouraging consumption.
3. Assisting younger pupils with handling of money and carrying trays.
4. Cleaning and clearing of trays/tables and re-setting of tables as appropriate.
5. Responsible for the safety, welfare and good conduct of the pupils during the lunchtime break.
6. Undertake ancillary related duties as delegated by the Head Teacher.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Understanding of food hygiene and the need for a healthy well balanced nutritional diet for children.	D1. Knowledge of Health & Safety Working Practices.
Skills and Abilities	E2. Good communicative skills with children and adults. E3. Ability to work as part of a team. E4. Ability to take a balanced approach to behavioural matters. E5. Awareness of the need for confidentiality at all times.	
Education and Experience		D2. Previous experience of working with young people. D3. Experience of working in a school environment.
Other Factors	E6. Willingness to undertake further training.	D4. Knowledge of Gaelic and/or commitment to learning the language.

