

JOB DESCRIPTION



Job Title: Midday Supervisor

Grade: Grade 2

Reports to: School Cook

Purpose of Role

To be responsible to the Headteacher or other designated person, for the supervision of children during the midday break. Helping to promote good eating habits, supervision in the playground, caring for children's physical safety and welfare during school term time.

Main Responsibilities, Tasks & Duties

Be responsible for the supervision and care of children to ensure their safety and well-being:

- In the classroom/hall whilst they are eating and during wet lunch breaks
- In the playground, corridors, cloakrooms and toilets
- During movement around the premises

This includes:

- Encouraging the children to eat sensibly
- Praising good manners and encouraging polite and co-operative behaviour
- Expecting calm and orderly movement around the hall, in the corridors and cloakrooms
- Leading children outside
- Moving about the playground to intervene before problems arise
- Encouraging games and play which is not rough or likely to damage clothing
- Administering first aid or changing children who have had an accident and keeping records of incidents in the accident book
- Reporting any incidents involving accidents, damage to property or significant misbehaviour to the class teacher through the use of the lunch time incident books.

You are required to ensure that:

- You are available to assist in setting the hall up ready for lunch, including setting out tables and chairs, wiping down tables and setting up places
- You supervise children entering the hall and guide them to appropriate tables
- You support children with serving their meals and/or opening packets if having packed lunch, encourage all children to eat their meals and promote good table etiquette and behaviour
- Spillages are cleared up immediately
- Tables are cleared and puddings distributed

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. This post is subject to an Enhanced DBS check.

- Lunch boxes are returned to the trolley and the trolley returned to its allotted space in the corridor
- Tables are wiped and put away
- Trolleys are wiped and stored away
- That floors are swept and mopped where required and window sills are left clean
- The classroom/hall is cleared and available for use following the lunchbreak

You are also required to:

- Follow all school policies, but in particular those relating to Health and Safety, First Aid Procedures, Behaviour, Code of Conduct and Confidentiality and Child Protection
- Work as a member of a team

Supervision of People

- Not applicable.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. This post is subject to an Enhanced DBS check.