



Job Title: Midday Supervisor

Location:

Grade: 4

Responsible To: Headteacher/SLT

Responsible For: Pupils

Key Relationships/ Liaison with: Midday Manager/ School Business Manager

Job Purpose: To take responsibility for the health and safety and security of children during the School lunch break.

Hours of Work: To Be Confirmed

Main duties and responsibilities

- Supervise pupils in the area in which they eat their lunch and manage queues accordingly.
- Assist and supervise the clearing away and tidying of the eating area and mop up spills when required.
- Supervise /engage pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School Behaviour Policy.
- Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
- Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents and their treatment. Ensure that all accidents are properly recorded using school systems.
- Act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect.
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period. Information about lunch time should be feedback to each teacher within the year group. Any serious incidents should be recorded using school forms.

Application form and Job Description available from the School Office

Closing Date: 12 Noon, Monday 19 November

Interview Date: Friday 23 November