



Job Description & Person Specification

St Francis Catholic Academy

Tel: 02476 315279 - Email: admin3502@welearn365.com

JOB DESCRIPTION

POST TITLE: Midday Supervisor

HOURS: 6hrs15mins per week. 1hr 15mins per day, 11:45 pm – 1.00 pm Monday-Friday
38 weeks (Term Time only)

GRADE/SALARY: B2 - £25,948.89 FTE (Actual Salary £3,680.25/ £13.45 p/hour)

Real Living Wage Employer

REPORTING TO: Principal, Vice Principal, Senior Midday Supervisor, School Office Manager

Purpose:

- ◆ To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.
- ◆ To work as part of a team (where applicable).
- ◆ To comply with all Health & Safety Legislation, promoting a safe working environment for yourself and colleagues.

Safeguarding:

- ◆ The Holy Spirit Catholic MAC is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all our children and adults are kept safe and well cared for. We will only appoint staff who can demonstrate that they share this commitment and who can take responsibility for the wellbeing of all children within all of our schools.
- ◆ The successful applicant will be required to complete an enhanced DBS check prior to taking up this position and to have two fully supportive professional references.

Tasks:

- ◆ Escort children to and from the dining area.
- ◆ Oversee collection of meals and assist with use of cutlery.
- ◆ Assist pupils when returning used plate, trays and beakers.
- ◆ Supervision of children eating food bought in from home to ensure that packed lunch equipment is cleared away.
- ◆ Cleaning seating areas and wipe down tables and chairs after use.
- ◆ Supervise classroom and outdoor activities; Encourage inclusion.
- ◆ Ensure orderly return to classroom.
- ◆ Supervise toileting and washroom activity.
- ◆ Attend to minor accidents or to pupils who become ill.
- ◆ Cleaning of school hall.

Responsibilities:

- ◆ Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- ◆ Supervision of hand washing as required.
- ◆ Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- ◆ Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
- ◆ Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
- ◆ Supervise pupils when they are in the dining room eating lunch and encourage good social skills and manners.
- ◆ Encourage pupils to select and eat healthy, balanced meals.
- ◆ Prepare the layout of tables in preparation for lunch, including laying tables and clear up the dining room after the lunch break, including clearing any food and wrapping left on the tables, wiping the tables and chairs, sweeping and mopping the floor and collapsing and tidying tables.
- ◆ Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- ◆ To be punctual and complete all contracted hours.
- ◆ Report any problems that require professional attention to the Principal, Vice Principal, Senior Midday Supervisor.
- ◆ To complete all training deemed necessary by the Principal, Vice Principal, Senior Midday Supervisor.
- ◆ To assist in providing cover in the absence of staff where necessary.
- ◆ Any other duties as required by Senior Midday Supervisor.

Note:

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description

Closing Date: Thursday 5th February 2026 at 5pm

Interviews will take place on Friday 6th February 2026