



# St Felix RC Primary School

## JOB DESCRIPTION



**JOB TITLE:** Midday Supervisor

### DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload.

There will be some need to interpret information or situations and to solve straightforward problems.

Exchanges orally or in writing varied information with a range of audiences.

Problems will be referred to line manager.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

### DUTIES

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session
- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms, playing field etc, as appropriate
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff
- Assist with the induction training of any new midday supervisory assistants or supply assistants when necessary
- Any other related duties as directed by the line manager/head teacher

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

Signed: .....

Date: .....

Signed (Head):.....

Date: .....

## PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<b>Knowledge:</b>		
Technical or specialist		<ul style="list-style-type: none"> <li>• Basic knowledge of first aid</li> </ul>
Literacy and numeracy	<ul style="list-style-type: none"> <li>• Ability to follow written guidance and procedures</li> </ul>	
Organisational		<ul style="list-style-type: none"> <li>• Knowledge of appropriate school policies and procedures</li> </ul>
Knowledge & use of equipment	<ul style="list-style-type: none"> <li>• Knowledge and ability to use security devices, these may include electronic or coded door locks etc.</li> </ul>	
<b>Mental Skills:</b>		
Problem solving	<ul style="list-style-type: none"> <li>• Ability to identify and resolve straight forward problems, e.g. a minor disagreement between pupils</li> <li>• Ability to refer more complex problems to appropriate member of staff</li> </ul>	
<b>Interpersonal &amp; Communications Skills:</b>		
Caring skills	<ul style="list-style-type: none"> <li>• Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks</li> <li>• Sensitivity to pupils' individual needs when providing personal care or administering first aid.</li> </ul>	
Advising / guiding skills	<ul style="list-style-type: none"> <li>• Ability to provide straightforward advice to pupils</li> </ul>	
Negotiating, influencing or conciliating skills	<ul style="list-style-type: none"> <li>• May be required to conciliate between pupils that have a disagreement</li> </ul>	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> <li>• May be required to record incidents in an appropriate school record</li> </ul>	
<b>Physical skills:</b>		
Other manual skills	<ul style="list-style-type: none"> <li>• Ability to cut food for disabled or younger pupils.</li> <li>• Ability to set up and clear away tables/chairs and assist with cleaning of dining area.</li> </ul>	
<b>Other attributes:</b>		
Level of autonomy	<ul style="list-style-type: none"> <li>• Works within guidelines and procedures</li> </ul>	

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

I confirm that this job description has been discussed with me and I accept it as an accurate reflection of my position and that I have also read and understood the safeguarding statement above

.....  
Name

.....  
Signed

.....  
Date