



Job Description

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Post Title: MIDDAY SUPERVISOR (MDS)

Post Grade/Hours: Scale 1b Point 2 (£12.65/hour), from 11.55am -1.05pm (1hr 10 mins per day). Monday to Friday, Term Time Only

Job Type: Fixed Term position until end of August 2026

Responsible to: Line Manager

Duties and Responsibilities:

- To supervise children and ensure their safety during the midday period, both inside and outside.
- To supervise the cloakroom areas and check washing of hands and toileting of children.
- To take groups of children to various areas, e.g. dining room, playgrounds.
- To be familiar with the school policy on Health and Safety and to ensure that it is observed at all times, e.g. ensure that any spillage is wiped up immediately.
- To check with the cook-in-charge regarding special diets.
- To ensure that children are encouraged to try food, use cutlery correctly and observe table manners in the dining hall.
- To supervise the clearing of tables, stacking of crockery and cutlery and scraping of plates.
- To ensure that packed lunch boxes are taken with the children and that the tables and chairs are cleared, wiped and stacked away appropriately.
- To ensure that children are suitably dressed for all weather conditions.
- To circulate in the playground and watch out for possible problem areas, ensuring children follow the school rules and that the whole-school rewards are given when appropriate.
- To put out lunchtime play equipment and to organise games with the children.
- To supervise children at the end of the midday period and ensure they go to class in a quiet and orderly manner.
- To follow the behaviour policy and ensure that any matters arising are dealt with effectively, communicating with class teachers and the Senior Leadership Team where necessary.
- To read, become thoroughly familiar with and adhere to, school policies relevant to the post.
- To follow school procedures regarding trips, slips, falls and more serious accidents, making sure that these have been correctly reported and all relevant paperwork completed.
- To attend a designated first aid training course and other relevant training if required.