

TITLE:	Midday Supervisor
---------------	-------------------

GRADE:	G4 (SCP 2-3)
---------------	--------------

PURPOSE OF THE POST:	Provide day to day supervision of students over the lunchtime period.
-----------------------------	---

DUTIES AND RESPONSIBILITIES:

To help supervise students at lunchtime, ensuring that they have an enjoyable and safe break:

- Manage students' entrance and exit from the lunch area in an orderly manner.
- Supervision of the dining hall.
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Make sure children tidy up after themselves in the lunch area.
- Leaving the dining hall in a tidy condition.
- Clean up food and water spillages.
- Supervising toilet arrangements.

Miscellaneous

- Undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
- To undertake such other duties that may from time to time be reasonably requested.
- To participate in the process of annual review.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

8 hours 20 minutes hours per week term time only. Daily hours 11.40am-1.20pm.

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.