



John Clifford School  
Nether Street  
Beeston  
Nottingham  
NG9 2AT  
Telephone: 0115 9258057  
Email: [office@johnclifford.school](mailto:office@johnclifford.school)  
Headteacher: Janine Waring

**Job Description:** Midday Supervisor  
**Location:** John Clifford School  
**Salary Range:** NJE Grade 1, Pt 2  
**Actual Salary:** £12.65 an hour  
**Contracted hours:** £3,856.49 per Annum

**General Information:**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

To assist in securing the safety, welfare and conduct of children during the school lunch break, ensuring the effective supervision of children on the site of John Clifford School.

The Midday Supervisor must show a commitment to the aims, policies, and ethos of John Clifford School and strive to maintain these through personal conduct and effective, positive relationships with colleagues and children.

**Reporting to:**

- Senior Midday Supervisor/Office Manager

**Responsible for:**

- Indirectly for all children within School.

**To co-operate with:**

- All colleagues in all teams
- Parents, carers, and the local community

**Disclosure:**

- Clear and current Enhanced DBS check.



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### **Key Responsibilities:**

In accordance with the Midday Supervisors' Handbook – referred to as MSH below

- To supervise children in all dining areas
- To control queues to dining areas
- To ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service
- To ensure that any spillage is removed quickly; trays are not left in dangerous positions and are wiped where necessary
- To supervise return of used trays, crockery and cutlery by the children
- To deal with children's behaviour in accordance with the MSH.
- To deal with accidents and incidents in accordance with the MSH.
- To assist with completion of records/registers of children dining.
- To ensure that dining areas are left clean and tidy, including sweeping of floor areas, packing away tables and chairs.
- To ensure that tables are left clean for the next occupant.
- To supervise movement amongst the children within the areas covered.
- To supervise children in designated areas detailed in the MSH during bad weather.
- To assist with children's personal hygiene and toileting (where appropriate)
- To assist with children's feeding and drinking (where appropriate)
- To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must always be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the Headteacher, or if unavailable the designated safeguarding leaders or a member of the senior leadership team.
- To attend safeguarding and other relevant training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

### **Develop personally and professionally through:**

- Participation in appropriate training

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_