



JOB PROFILE MIDDAY SUPERVISOR

Responsible to: Midday Supervisor

Job Purpose: A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Key accountabilities:

- To be responsible for children during the lunchtime period; both in the dining hall and on the playground/field

Duties and responsibilities:

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- Supervise and support children with cutting their food, pouring drinks, carrying trays

Organisation

- Set up and put away the tables, bench chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils

The Hermitage Infant School

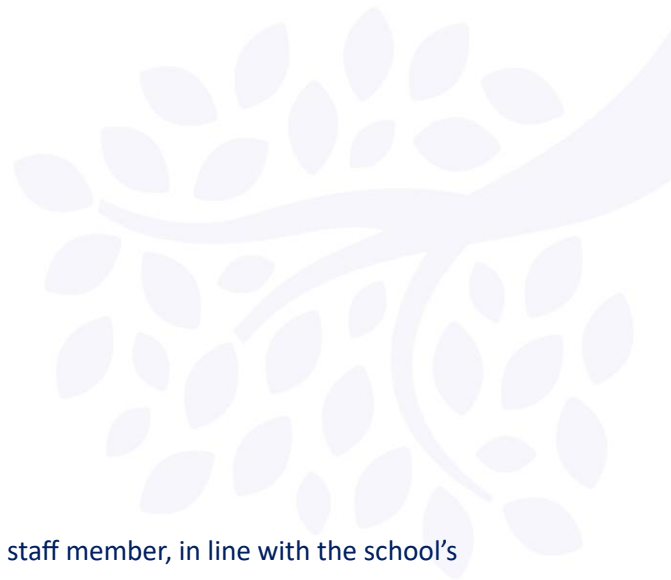
Gorsewood Road, St John's, Woking, Surrey, GU21 8WT

Tel: 01483 474981 | Email: infantoffice@hermitage.surrey.sch.uk

The Hermitage Junior School

Oakwood Road, St John's, Woking, Surrey, GU21 8UU

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Behaviour

- 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 and when using play resources/equipment
- Promote the use of good table manners whilst eating
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Be a role model for all showing our school values and reminding children positively of theirs

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report concerns of a safeguarding nature to the DSL and log on CPOMS

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role including manual handling and food hygiene
- Maintain confidentiality inside and outside the workplace

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PERSON SPECIFICATION MIDDAY SUPERVISOR

QUALIFICATIONS AND TRAINING

- Basic general education
- Applicants need to be flexible and adaptable and enjoy the company of children.
- First Aid training would be an advantage

EXPERIENCE

- Experience of working with children in a school environment (including voluntary work) is desirable.

ABILITIES AND SKILLS

- The person must possess the ability to communicate effectively with pupils and staff.
- Adaptability is a very important quality, along with patience and a willingness to learn new initiatives.
- Ability to undertake routine tasks under the direction of the Senior Midday Supervisor.
- Ability to be solution focussed.
- The person must be discreet and respect the confidentiality associated with the post.
- The person must be well organised, flexible, solution-focused, resilient and resourceful.
- The person must be willing to live out the school values.

PHYSICAL ESSENTIAL

- Good stamina and willingness to be outside in all weathers.

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