



MIDDAY SUPERVISOR

This is a role within the Trust

Job Description & Person Specification

MAY 2025

Job Description

Job Title:	MIDDAY SUPERVISOR
Accountable to:	Headteacher
FTE Salary:	Grade 1c3
Contract:	Term time only

Core Purpose

The purpose of the job is to oversee and contribute to the safety, welfare and supervision of children during the lunch times, in the playground, dining and other areas, and encouraging children to eat & enjoy their lunch be it a school dinner or packed lunch.

Key Priorities

- To provide and support a calm and orderly lunchtime routine by helping children with seating, food service, and clearing away.

Duties

A midday supervisor will:

1. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Be a role model and take a lead in ensuring excellent professional practice across the Cirrus Primary Academy Trust.
5. Ensure equal opportunities with regard to all aspects of practice and provision.
6. Undertake any other duties as may reasonably be directed.
7. Ensure lunchtime environment is prepared and restored by setting out and packing away tables and chairs each day.
8. General supervision of children during the lunch period, in the dining hall, playground (and classrooms, in poor weather).
9. Encouragement of purposeful play and social skills activities (if required).
10. Supervising children washing hands etc. before eating, as required.
11. Ensuring children tidy up/clear up in a satisfactory manner.
12. Working in close co-operation with other school staff, being part of the school team.
13. Ensuring that children who are not entitled to leave the school during the midday break remain on site.
14. Watching for any visitors to the school during the lunch break and enquiring their purpose, giving directions as necessary.

15. Dealing with minor first aid problems. Reporting any accidental injury to the Administrative Officers in the main office.
16. Checking that children are not playing in toilets, cloakrooms etc.
17. Dealing with children who have been sick, (including cleaning up any mess where necessary, if caretaker is off site for any reason).
18. Reporting difficult children and unruly behaviour to the Class Teacher.
19. Contributing to the happy atmosphere of the school.
20. Willingness to undergo relevant training, as available.

Person Specification

Essential Requirements

1. Positive and enthusiastic approach towards work.
2. Ability to act on own initiative
3. Able to work independently and as part of a team.
4. Ability to demonstrate the skills needed to manage individuals, small and large groups of children.
5. Ability to respond quickly and effectively to issues that arise.
6. Communicates effectively with children and colleagues. An active listener.
7. Understands why it is important to follow policies and procedures and knows where to find them.
8. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
9. Be a good role model to the children
10. Knows, understands and complies with procedures relating to information and confidentiality.

Desirable Requirements

1. Experience in supporting children.
2. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.
3. First aid certificate.