

Job description: Mid-Day Supervisor

Location	Grampian Primary Academy
Contract term	Permanent 6 hours 15 minutes per week (Monday – Friday 12.15 pm – 1.30 pm)
Full time/term time	Term Time – 39 weeks p/a
Pay range	Pay Scale A2-3 -£22,656-£24,027 p/a, (pro rata) – Actual Salary £3446-£3500 p/a
Reporting to	Mandy Webber – School Business Manager

Job purpose

To work effectively as part of a team with responsibility for the children within the school during their lunchtime break.

Main duties and responsibilities

- To Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- To manage and support pupils whilst eating their midday meal.
- To manage and support the school meal wristband system.
- Report incidents in line with school policy and administer basic first aid.
- Assist in the supervision and running of activities during the midday break, including setting out and storing equipment.
- Encourage pupils to select and eat healthy balanced meals.
- Clean up spillages of food or liquid during meal service.
- Wipe down tables and clean dining areas between meals.
- To organise pupils play activities either outside or in the classroom.
- To talk and listen to the children and encourage independent skills and good manners.
- To share any concerns regarding any pupil with your Supervisor, Line Manager, Class Teacher or Head Teacher.
- To share any child protection issues with the Head Teacher or Pupil/Parent Support Manager.

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.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Mid-Day Supervisor

Knowledge and Understanding <i>Evidenced through: Interview</i>	Essential	Desirable
Basic health and safety	✓	
Knowledge of First Aid		✓
The value of constructive play opportunities		✓

Personal qualities and Characteristics <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
To be able to talk to children and adults in a polite, clear and calm manner.	✓	
To be able to work as part of a team	✓	
To be able to encourage high standards of pupil behaviour	✓	
To be able to maintain confidentiality at all times.	✓	
To be able to initiate games and activities appropriate to the age of children.	✓	
To be able to remain calm at all times	✓	
To be able to undertake training as appropriate	✓	
Ability to react positively towards others	✓	