



**Employer:** Clare House Primary School (Impact Multi Academy Trust)  
**Salary:** BR4, Spine Point 12-13. **£4,254.10 per annum (£24,435 per annum Full Time Equivalent)**  
**Location:** Beckenham, Kent  
**Job Type:** 7.5 hours per week (12.00pm – 1.30pm) 38 weeks per year (term time)  
Permanent  
**Reporting to:** Deputy Headteacher

### **Purpose of the job**

Responsible, under the direction of the Head Teacher or senior midday supervisor, either individually or as part of a team, for securing the safety, welfare and good conduct of pupils during the lunchtime period, in accordance with agreed practices and procedures.

### **Responsible for**

#### ORGANISATION

- Undertake supervision of pupils during the lunchtime break period in designated areas.
- Assist with daily decisions on areas for pupils to use, e.g. wet lunchtimes.

#### RESOURCES

- Be aware of the needs of the children
- Use basic first aid equipment as required
- Be familiar with safe use of outdoor equipment.

#### RESPONSIBILITIES

- Maintain the safety of the children during the lunch time session both whilst eating and during play.
- Supervise conduct of the children, ensuring safe and orderly conduct within and outside the premises.
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Help pupils in the dining area or play / other areas who may require assistance.
- Deal with minor incidents and where appropriate, refer serious incidents to Headteacher or nominated supervisor.

- Undertake first aid as needed, following health and safety guidelines. Undertake training as appropriate e.g. basic first aid.
- Clean up spillages or debris around the dining / play areas to ensure the maintenance of good order, discipline and safety.
- Be aware of and comply with policies and procedure relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.