



# JOB DESCRIPTION

**Job Title:** Midday Manager  
**Grade:** 5  
**Responsible To:** Deputy Headteacher/ Office Manager  
**Responsible For:** Midday Supervisors  
**Key Relationships/ Liaison with:** Teachers/ Midday Supervisors/ SLT / Students

**Job Purpose:** To be responsible for the management and development of Midday Supervisors at the school over the lunchtime period in order to ensure the health and safety, welfare and security of pupils. To receive from the Headteacher, Class Teacher, Dietician and Physiotherapist all relevant information to ensure that the wide ranging needs of individual pupils are met and acted upon to ensure that the individual's quality of life is sustained and/or enhanced. Provide support for Midday Supervisors undertaking their duties.

## **Main duties and responsibilities**

- To take instructions from the Senior Leadership Team including the Office Manager regarding the situation at lunchtime at the School including any relevant issues relating to individual pupils. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
- To organise the Midday Supervisors to cover all duties required to meet the needs of the School efficiently and effectively at lunchtimes.
- To produce work schedules and staffing rotas for midday supervisors, submitted electronically each term to the OM.
- To check on staff attendance and make arrangements for the employment of relief staff where necessary working in collaboration with the Office Manager.
- Communicate with the Office Manager with regard to staff attendance and absence.
- Act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period. Ensure that all class teachers and the Senior Leadership Team are kept informed about any serious issues associated with Lunch time or pupils who are raising concerns amongst Lunch Time supervisors for any reasons.
- To ensure that staff deal with accidents, and with problems of discipline in accordance with the laid down procedures and assist, if appropriate.
- Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents and their treatment.

- To report serious accidents and serious matters of indiscipline to the Headteacher.
- To undertake random patrol duties which includes supervising pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety, welfare and security of the pupils within their care, and in accordance with the School Behaviour Policy. To ensure staff are appropriately aware of all School policies including the Behaviour Policy and policies about the restraint of pupils.

### **Special Factors**

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

# PERSON SPECIFICATION

**Job Title:** Middy Manager

**Grade:** 5

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>  N/A			
<b><u>Experience</u></b>  Experience of working with children	✓		
<b><u>Knowledge</u></b>  Knowledge of Child Protection Procedures  Knowledge of Behaviour Management Policy	✓  ✓		
<b><u>Skills/Attributes</u></b>  Good interpersonal communication skills  Ability to be assertive when necessary and to follow instruction with regard to feeding and exercise  An ability to react quickly to events and/or incidents  Ability to understand and follow relevant procedures e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy	✓  ✓  ✓  ✓		
<b><u>General Circumstances</u></b>  Attendance - evidence of regular attendance at work  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓  ✓		App/Red/ Med   App/Int
<b><u>Factors not already covered</u></b>  Must be able to perform all duties and tasks with reasonable adjustment, where	✓		Med

appropriate, in accordance with the provisions of the Disability Discrimination Act 1995			
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**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**