



Job Description and Person Specification - Midday Supervisor

Job Title	Midday Supervisor
Job Salary	Bucks Pay 1B6
Hours (Part Time/Full Time)	11.30 – 1.15pm Monday to Friday

Job Description – Midday Supervisor

Line of responsibility

The Midday Supervisor is directly responsible to the School Business Manager.

Job content

As part of a team, preparing for lunch and clearing the lunch hall, whilst securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site of the school in accordance with the general instructions of the Headteacher.

Principal accountabilities

- Moving and clearing down tables and chairs for lunch
- Supervision of pupils in the dining hall
- Encouraging pupils to eat. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped.
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupils are directed to the appointed First Aider if appropriate.
- Clearing away and sweeping the hall floor after lunch service
- Following and maintaining the school's 'Behaviour Policy'
- Supervision of pupils in the playground and about other school premises, including:
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
- Direction of pupils to the playground, active interaction and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
- Leading playground games and encouraging 'active' playtimes with participation if appropriate.
- Encouraging friendships, socialising, play etc.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.



Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's values, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of safeguarding.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

Person Specification - Midday Supervisor

Skills and Experience:

- Commitment to work as part of a team
- Commitment to follow school values
- Ability to guide and supervise children
- Ability to work under own initiative when appropriate seeking guidance as necessary
- Good communication skills; both verbal and written
- Ability to manage the physical effort of moving / handling tables and chairs

Personal Qualities:

- Enjoy being with children
- Patient, tolerant, sympathetic
- Hardworking and conscientious
- A willingness to be flexible
- A respect of confidentiality
- Organised and punctual
- A team player

Desirable but not essential:

- Previous experience of working in a school or with children
- First aid qualification.