



NEWTON REGIS CE PRIMARY SCHOOL

Austrey Lane, Newton Regis,

Tamworth, Staffordshire B79 0NL

Tel. 01827 830220

Email : office:newtonregis.bdmat.org.uk

### **MIDDAY SUPERVISOR**

#### **JOB DESCRIPTION**

##### **Main Responsibilities and Duties:**

To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.

1. To establish safe and appropriate behaviour is adhered to at all times.
2. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
3. To maintain good order in the dining area.
4. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
5. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
6. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
7. To assist in the setting up and removal of furniture where necessary.
8. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
9. To report any unauthorised visitors on school premises.
10. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required