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**Job Title: Midday Supervisor**

**Reports to:** Headteacher

**Location:** Great Missenden School

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### **Purpose of the Role**

To ensure the safety, welfare, and positive behaviour of pupils during the lunchtime period, both in the dining areas and playground, while maintaining a clean, safe, and welcoming environment.

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### **Key Responsibilities**

- **Supervision of Pupils**
  - Supervise pupils before, during, and after lunch in the dining hall, classrooms (if applicable), and playground.
  - Promote positive behaviour and follow the school's behaviour policy, including logging incidents and reporting to class teachers.
  - Actively engage pupils in suitable playground activities to encourage inclusion and enjoyment.
- **Dining Area Duties**
  - Assist with setting up and clearing away tables and benches (manual handling required).
  - Ensure the dining area is clean and safe before, during, and after lunch, including wiping tables, chairs, and benches.
  - Clean up spillages promptly to prevent accidents.
  - Sweep and spot mop floors during and after lunch.
  - Ensure cutlery, water, and other essentials are available for pupils.
  - Supervise pupils clearing their lunch containers and maintain tidiness.

- **Health & Safety**
  - Maintain awareness of pupils with allergies and ensure their safety.
  - Promote the school's Healthy Eating Policy, encouraging pupils to make healthy choices.
  - Provide minor first aid for cuts and grazes; refer serious injuries or head bumps to the school office.
  - Ensure the prevention of damage to school property and grounds.
- **End of Lunchtime**
  - Clear and tidy the hall within the required timescale, storing furniture safely so the hall is ready for use.
- **Other Duties**
  - Carry out any reasonable instructions given by the Headteacher.
  - Duties may vary from time to time without changing the general character or level of responsibility.

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### **Skills and Attributes**

- Ability to work effectively as part of a team.
- Good communication skills with children and adults.
- Awareness of health and safety and safeguarding requirements.
- Reliability, flexibility, and a positive attitude.