

Job Title: Midday Supervisor

Reports to: Headteacher

Location: Great Missenden School

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.

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.

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.