

## Waingroves Primary School

### JOB DESCRIPTION

<b>Title of Post:</b>	Midday Supervisor
<b>Responsible to:</b>	Senior Midday Supervisor, School Business Manager, and Headteacher
<b>Hours:</b>	1 hour 25 minutes per day, 38 weeks per year
<b>Working Pattern:</b>	11:55am - 1:20pm, Monday - Friday
<b>Salary:</b>	Grade 3

The Governing Board are looking to appoint a relief Midday Supervisor.

The successful applicant will be required to undertake the following duties as directed by the Senior Midday Supervisor, and will include the following:

- setting out tables and chairs in the hall with the other Midday Supervisors
- ensuring pupils wash their hands before they eat
- ensure that pupils having lunch are in the dining hall at the correct time and all pupils are accounted for and eat a meal
- supervision of queues waiting to enter the dining room
- help younger pupils with the carrying of food and the correct use of cutlery
- supervision of the dining hall and managing behaviour using the school's Behaviour policy
- report to the Senior Midday Supervisor any child whose diet may give cause for concern
- supervision of all areas both inside and outside where pupils congregate during lunchtime, including toilets
- leaving the dining hall in a tidy condition
- attend to minor accidents and provide first aid, seek appropriate assistance if necessary (training will be given)
- attend to any pupil who becomes ill during the lunch time break and seek appropriate assistance
- report to the Senior Midday Supervisor any concerns with pupil's behaviour or any infringement's of school rules
- liaise effectively and professionally with all staff, teachers and parents as required and be a positive ambassador for the school both in and outside of school
- implement both fairly and consistently the agreed School Behaviour and Anti-Bullying policies, Health and Safety, Equal Opportunities, Data and Child Protection Acts
- carrying out any other instructions given by the School Business Manager/Headteacher reasonably falling within the post

Our school and its community offer you:

- a wellbeing package
- a work environment that is supportive
- to be part of a team who work very hard yet have fun – everyone will support you in your role
- opportunities to be fully involved in the life of our school

Children's safety and well-being is of the highest priority in our school; all candidates must be able to show an awareness of the vital role in safeguarding children that their role carries and absolutely understand the importance of confidentiality in their work.