

THE HOLT SCHOOL JOB DESCRIPTION



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|--------------------------|-----------------------|--------------------------|-------------------|
| Job Title: | Midday Supervisor | Name: | |
| Reports to: | Assistant Headteacher | Issued: | March 2026 |
| Grade/Pay Scale: | MDS scale | Hours of work/FTE | 1.10 pm – 2.35 pm |
| Employment Status | Permanent | | |

To supervise students during the lunch break.

At The Holt School this will involve:

To carry out supervisory duties as stated in “Procedures for Midday Supervisor” document, issued to all supervisors.

To advise line manager on litter issues relating to the Midday Supervisor Team and make recommendations for improvements.

To undertake any other duties as requested by the Co-Headteachers after discussion and with the agreement of the postholder.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

PROCEDURES FOR MID-DAY SUPERVISORS

On Arrival

- Wipe tables and tidy Café if necessary

Lunch time duties (by rotation):

Supervisors should be on duty inside The Holt Cafe to monitor the queue of girls and to ensure that they have hands sanitized.

- Monitor inside waiting queue
- Monitor outside waiting queue

Supervisors Patrolling:

Throughout the lunch period, supervisors (wearing hi-vis jackets) should be patrolling the grounds.

Supervisors should assist and encourage students in picking up litter.

Report difficulties to the Leadership team on duty that day or to the Head of Year. If any of the following occurs please follow the school procedure: accident, fire alarm.

A list of Heads of Year and Leadership team will be issued at the beginning of each year. Ask Reception to locate the appropriate staff if you have difficulty in finding them.

Lunchtime Rules:

- Students should not use headphones at all during lunchtime (please give reminders).
- Hair should remain tied up at all times.
- In classrooms students should not sit on tables or at the teachers desk

There will be occasions when your hours may need to be adapted to fit in with the altered times for break and lunch. You would expect to receive notice of these changes in good time.

Such occasions could include:

- the first and last days of term
- examination periods
- sports day and other activities involving the whole school