

Job Description

Midday Supervisor



Job Category: Support Staff
Reports to: Kitchen Supervisor
Line manages: N/A

Purpose of the Role

To be responsible for the supervision of children during the midday break. Helping to promote good eating habits, supervision in the playground, caring for children's physical safety and welfare during school term time.

Key Duties and Responsibilities

- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary.
- Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
- Distribute meals and serve water where required.
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.
- Undertake other duties from time to time as are reasonably required.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment