



# Bassingbourn

## Community Primary School

<b>Post title</b>	Midday Supervisor
<b>School:</b>	Bassingbourn Primary School
<b>Line manager/s:</b>	Head Teachers, members of the senior leadership team (SLT) and the governing body

---

### **Main purpose of the job:**

The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant experience for all concerned. The midday Supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which commands respect and must see that the children behave at all times sensibly and quietly.

---

### **Duties and responsibilities (hall)**

- To set out the tables
- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- See that trays are not left in dangerous positions, and are cleaned where necessary.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Encourage the pupils to leave the table clean.
- Ensure the dining areas are left clean and tidy (floor swept).
- Aim to clear all dining areas of pupils every day where possible by 1.15pm. To wipe and put away the tables.

### **Duties and responsibilities (outside)**

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure first aid kit / walkie talkies are taken out to playground
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid children hurting themselves.
- Regularly rotate activities on offer to the children.

- Promote the inclusion of all pupils

#### **Duties and responsibilities (all staff)**

- To understand and comply with the school's and local authority child Protection policy and guidelines.
- Maintain confidentiality at all times and to observe Data Protection guidelines.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

#### *Note*

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.