



Job description: Mid-Day Supervisor (Set Up of Resources)

Location	Grampian Primary Academy
Contract term	Permanent 3.75 hours per week (Monday – Friday 11.30 am – 12.15 pm)
Full time/term time	Term Time – 39 weeks p/a
Pay range	Pay Scale NJC 2-3 -£24,413-£24,796 p/a, (pro rata) – Actual Salary £2127-£2161 p/a
Reporting to	Mandy Webber – School Business Manager

Job purpose

To work effectively as part of a team with responsibility for setting up the hall and other environments with equipment and resources to ensure the smooth running of lunchtime.

Main duties and responsibilities

- To set up the tables in the hall ready for the lunch service.
- To set up juice and water on the tables and dispensers ready for the lunch service.
- To set up a cleaning station in the hall ready for lunch service.
- In hot and warm weather to set up a drinks station on the playground for pupil use during lunchtime.
- Consider inclement weather conditions and install closed signage for the clamber stack if this is deemed necessary.
- Set up the lunch bands and distribute to classrooms before lunch starts.
- To support EYFS pupils in the hall until 12.15 pm by encouraging pupils to eat their meal and to support with cutting up of food etc.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



Person specification: Mid-Day Supervisor

Knowledge and Understanding <i>Evidenced through: Interview</i>	Essential	Desirable
Basic health and safety	✓	

Personal qualities and Characteristics <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Is patient, caring and self motivated	✓	
To be able to work as part of a team	✓	
Has excellent communication, interpersonal & organisational skills	✓	
Can work effectively with and without direction	✓	
Has enthusiasm, energy, integrity & professionalism		
Is a team player	✓	
Is willing to roll up their sleeves and get stuck in!	✓	