



JOB DESCRIPTION

Job Title: **Midday Supervisor**

Grade: **Grade 2.3**

Reports to: **Senior midday supervisor**

Purpose of Role

To be responsible to the Headteacher or other designated person, 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.

Main Responsibilities, Tasks & Duties

- 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.

Supervision of People

- Not applicable.

Creativity & Innovation

- Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager.

Contacts & Relationships

- The post holder will have contact with Headteacher, school employees and pupils there may be occasional contact with visitors to the school.

Resources

- Little or no responsibility for physical resources e.g. children's personal possessions.

Work Environment

a) **Work Demands**

Interruptions are intrinsic to the role but cause no major change to the overall Task.

b) **Physical Demands**

Possibly moving handling furniture, assisting children to get lunch, cutlery, plates etc.

c) **Working Conditions**

Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.

d) **Work Context**

The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.

Knowledge & Skills

- No formal qualifications required.
- Demonstrable experience of appropriate interaction with children.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder 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 post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. This post is subject to an Enhanced DBS check.