

Job Description			
Title MIDDAY SUPERVISOR	School: Arno Vale Junior School		
Job Purpose To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.			
Key Responsibilities 1. Supervise pupils in the dining hall 2. Control queues to dining areas 3. Where required, mark register, issue and collect tokens 4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service. 5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary. 6. Supervise return of used trays, crockery and cutlery by the children. 7. Ensure that tables are left clean for the next occupant. 8. Ensure dining areas are left clean and tidy 9. Assist as required to relieve any 'bottle neck' at the cash till 10. Arrange supervision to allow movement amongst the children within the area covered. 11. Ensure acceptable standards of behaviour are maintained 12. Minimise the likelihood of children hurting themselves, others or damaging property 13. Supervising pupils in classrooms during bad weather. 14. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions			