



Clifton All Saints Academy

Job Description

Salary:	£12.85 per hour
Hours:	7.5 hours per week
Contract type:	Fixed term to 17/07/2026
Reporting to:	Senior Lunchtime Supervisor under the general direction of the Headteacher.
Job Title:	Midday Supervisor
Job Purpose	To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils.

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils on the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Supervision of hand washing as required.
- Supervision of pupils' entry into and exit from the dining room, including any walk or journey to the dining room which might be required.
- Supervision of pupils' behaviour as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Taking such steps as are necessary if a pupil is sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- To undertake any other duties of a similar level and responsibility as may be required.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> ● Working with children or young people ● Working and collaborating within a team ● Coaching or delivery sport or playground activities
Skills and knowledge	<ul style="list-style-type: none"> ● Ability to respond quickly and effectively to issues that arise ● Ability to use own initiative and take action accordingly ● Effective communication with adults and children ● Ability to follow instructions from senior team members ● Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies – understanding how to apply reasonable adjustments ● Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none"> ● Commitment to supporting and understanding pupil needs ● Uphold and promote the ethos and values of the school ● Maintain confidentiality at all times ● Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, Sue Swain via the school office.

Last review date: 20/4/2026

Next review date: 20/4/2027

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
