



Midday Supervisor – Spinfield School

Post Title: Midday Supervisor

Hours: Monday-Friday 11.45am – 1.30pm (8.75 hours per week)

Weeks per Year: Term Time Only (38 weeks)

Pay Grade: Bucks Pay Range 1A Point 5 (£24,630 FTE)

Main Purpose of role

To work as part of a team supervising pupils during the school lunch break. Ensuring the safety, welfare, and positive behaviour of pupils. The role supports a calm, inclusive, and well-organised environment in both the dining hall and playground, contributing to pupils' wellbeing and social development.

Main Duties and Responsibilities

- Supervise pupils while they eat lunch, encouraging good table manners and appropriate behaviour
- Assist younger children where necessary with eating and general lunchtime routines
- Clear, wipe, and clean dining tables to maintain a hygienic environment
- Supervise pupils in the playground, ensuring their safety and promoting positive play
- Encourage inclusive, respectful behaviour and support pupils in resolving minor conflicts
- Attend to minor playground accidents and report incidents in line with school procedures
- Maintain vigilance to identify potential hazards and prevent accidents
- Ensure pupils follow school rules and routines throughout the lunchtime period
- Support the smooth transition of pupils between lunch and afternoon lessons

Safeguarding Responsibilities:

- Promote and safeguard the welfare of all pupils at all times
- Follow all school safeguarding, behaviour, and health & safety policies

Training and Development:

- Attend and complete all required safeguarding and child protection training
- Participate in relevant training such as behaviour management and basic first aid
- Engage in ongoing professional development as required by the school.

Additional Information:

- This job description outlines the main duties of the post; however, it is not exhaustive.

- The duties and responsibilities of this role will be reviewed annually and may be amended in consultation with the postholder.
- The postholder may also be required to undertake duties as reasonably directed by the Headteacher in line with the needs of the school.
- All appointments are subject to appropriate safeguarding checks, including an enhanced DBS check.

Signed: _____ (Post Holder)

Signed: _____ (Headteacher)