

Bramley C of E Infant and Nursery School  
Birtley Road, Bramley  
Telephone: 01483 892346  
Email: office@bramley.surrey.sch.uk  
www.bramley.surrey.sch.uk  
Executive Head Teacher - Miss Anna De Filippis  
Head of School – Mrs Naomi Strickland

**JOB TITLE:** Midday Supervisor

### **JOB PURPOSE**

To assist in the supervision of children in the dining hall, and play areas if required and to ensure the orderly conduct, welfare and safety of all pupils during school lunch break.

### **KEY ACCOUNTABILITIES**

#### **TO ENSURE THE SAFETY OF PUPILS**

To ensure that pupils remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a pupil may be at risk.

#### **TO PROVIDE SUPPORT TO INDIVIDUAL PUPILS**

To give comfort and support to individual pupils who are upset, in need of help or require first aid.

### **SCOPE**

The post holder will be responsible, under the direction of the Assistant Head teacher and in her absence the Senior Leadership team, for the effective supervision of pupils during the midday lunch break. With the aim to help ensure the safety and comfort of all pupils during their midday break time.

### **SAFETY OF PUPILS**

- Observe all pupils in the supervision area and, where necessary, instruct an individual pupil, or pupils, to move to another area, explaining the reason for this decision.
- Stop any activity by pupils which may become too boisterous and may result in an accident.
- In the event of an accident follow normal first aid rules, remain with the child and immediately arrange for a pupil to summon help from other staff. Ensure that the incident is properly recorded
- Report any incident that has given cause for concern to the Office or Assistant Head teacher.

### **ORDERLY CONDUCT OF PUPILS**

- Ensure that, where necessary, pupils form quiet, orderly queues, and behave in an appropriate manner while eating. Assist children as necessary
- In cases of serious misconduct or disobedience, summon assistance from other members of staff.

### **SUPPORT FOR INDIVIDUAL PUPILS**

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- Approach any individual pupil who appears to be distressed and see if the child wants an adult to talk to. If there appears to be a significant problem either at home or at school, suggest that it might be helpful to inform the class teacher or head teacher of the situation.

## DUTIES

- Set up tables and chairs for lunch in hall
- Set out drinks, crudities, place settings etc. as required for each sitting
- supervise the washing /sanitising of hands by all children
- Supervise the children eating lunch in the lunch hall
- Supervise children with food/plate clearing
- clean dining hall tables and other equipment in readiness for additional sittings, as needed
- Supervise outside play on the playground and field, or inside wet play in classrooms if required.
- Routinely check corridors and toilets during lunch period
- Administer first aid as required
- De-Brief office on First aid or incidents that have

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Midday supervisor will undertake the same range of tasks.