



Job Description – Midday Supervisor

Job Title: Midday Supervisor

Job Purpose:

Under the direction of the Head teacher and SLT be responsible for the safety, welfare and good behaviour of children during the midday lunch break. Duties:

- Supervise the pupils when they are in the dining room eating lunch.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables and sweeping the floor.
- To be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the general practices of the school.
- To ensure that Health and Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of accidents, action taken etc.
- To assist in ensuring that only authorised persons/pupils are on school premises during the lunch time period.
- To co-operate with staff working with pupils participating in lunchtime activities.
- To liaise with the Kitchen Manager on the general service of school meals, particularly the behaviour of children in the dining hall.
- At the conclusion of the lunchtime period, report to the Head teacher on the general conduct of pupils, incidents of unruly behaviour and any disciplinary action deemed necessary.
- If necessary, prepare the layout of the tables in preparation for lunch including laying up tables.