



Richardson Endowed Primary School

Job Description for the post of Midday Supervisor

Post: Midday Supervisor

Richardson Endowed Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, an online check and satisfactory references.

We are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The duties and responsibilities of the Midday Supervisor are as allocated by the Headteacher and will include the following:

DUTIES AND RESPONSIBILITIES:

- Responsibility to the Headteacher and Senior Midday Supervisor for the supervision of children aged 4-11 years throughout the mid-day break and for five minutes before and after break.
- Supervising KS1 toilet arrangements as required before and after their meal.
- Supervision of all areas both inside and outside, where pupils play during lunchtime.
- Support the school policy on positive behaviour and discipline and promote a caring, supportive environment.
- Encourage good manners, at the table and at play.
- Encourage co-operative play and take a lead role in organising games or activities.
- Deal with first aid incidents as necessary and record such incidents as required.
- Report to the Headteacher/member of staff in charge or Senior Midday Supervisor any accidents or matters that need to be brought to their attention.
- Attend meetings with Headteacher/Senior Midday Supervisor as required.
- Attend training and INSET as required to keep up to date on safeguarding issues.
- Comply with all Health and Safety and Safeguarding Policy and legislation in the performance of duties of this post.
- Carry out any other instructions given by the Headteacher/Senior Midday Supervisor that may reasonably be regarded as within the nature of the duties and responsibilities of the post.



PERSON SPECIFICATION: MIDDAY SUPERVISOR

The Governors are seeking to appoint a person, who is able to show that they meet the following specifications:

Skills

Essential Requirements	Desirable Requirements
To be able to communicate and interact calmly and effectively with primary age children.	To be confident supporting children with conflict resolution – settle disputes calmly and fairly, following policy.
To be able to promote positive behaviour and good manners.	
Clear and accurate communication skills.	

Knowledge

Essential Requirements	Desirable Requirements
Good awareness of Health and Safety	An understanding of equal opportunities.
Basic knowledge of first aid	Good understanding of ways to promote inclusion.
Ability to respect confidentiality.	First Aid training.
	Basic knowledge of child development.
	A willingness to develop skills further.

Personal Qualities

Essential Requirements	Desirable Requirements
Adaptability and commitment to working as part of a team.	Ability to work on own initiative.
Confidence in dealing with children.	
Ability to remain calm in an “emergency”.	
Tolerance, patience and enthusiasm	
A commitment to the highest standards of child protection and safeguarding.	

Experience

Essential Requirements	Desirable Requirements
	Working or volunteering with children.