



St. Joseph's

Catholic Primary School

Job Description: M dday Supervisor

Overall Purpose:

- To support the Catholic ethos of the school
- To assist with the safeguarding and care of pupils during lunchtime

SPECIFIC DUTIES

Playground Duties

- Never leave the playground unsupervised at any time for any reason.
- Encourage pupils to play and not sit alone.
- Use a buddy system to ensure that no pupils are left by themselves
- To monitor the pupils around the toilets
- To take care of any pupil injured in the playground administering first aid and calling for assistance if needed.
- To note any accidents and injuries and any head bangs following the school procedure.
- To note any serious incidents such as physical or verbal assaults following the school procedure and notifying a teacher.
- Wait on the playground until the teachers have collected their pupils or the pupils have gone into the building.
- Make sure no pupils inside the building unsupervised during lunchtime play.
- Supervise pupils entering the dining hall at a time.
- Challenge anyone who enters the playground without a visitor badge.
- Maintain good behaviour in the playground.
- Supervise field area in good weather.
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Dining Room

- Prepare dining room for lunch and tidy away afterwards.
- Give assistance where needed to cut up food and encourage pupils to eat what is on their plate
- Help pupils open packets from their packed lunches.
- Make sure all plates have been cleared and returned.

Assist KS1 pupils back to the playground following the correct procedure.



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Other duties

- To take direction from the Senior / Midday Supervisors as to their duties for that day.
- To maintain confidentiality in line with the school's Safeguarding and GDPR policies.

HEALTH AND SAFETY

The Governing Body require that all employees must take reasonable care for the health and safety of pupils, colleagues and visitors while at work; co-operate with their employer and the Governing Body so far as is necessary to enable compliance with Health and Safety Policy and Fire Regulations; carry out activities in accordance with training and instructions; inform the employer of any serious risks to their own, pupils, colleagues or visitors health and safety.

This job description will be supplemented by annual target-based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the school reserves the right to amend or add to the duties listed.



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ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB AND PERSON SPECIFICATION – Midday Supervisor

QUALITY/ EXPERIENCE	ESSENTIAL	DESIRABLE
Basic numeracy/literacy skills		X
First Aid Qualification		X
Experience of working with young people		X
Experience of working in a school environment		X
Good verbal communication skill and ability to relate well to pupils and adults	X	
Ability to work constructively and flexibly as part of a team understanding school rules and responsibilities	X	
Ability to identify own training and development needs and participate in on-going training		X
Ability to develop good relationships with pupils so that their social development needs are met	X	
Ability to develop good relationships with staff	X	
Ability to deal calmly with situations as they arise	X	
Understand and respect the principles of confidentiality	X	
Approachable with a good sense of humour	X	
Time keeping	X	



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