



# St Mary's Catholic Primary Academy

*Reflecting the love and faith of Mary in all that we do.*



**Required as soon as possible**

**MID-DAY SUPERVISOR (MDS)**

**Post Grade/ Hours:** Scale 1b 6.25 hours per week (Mon–Friday–11.55am-1.10pm), term time only.

To start ASAP

St Mary's is a wonderful Catholic school enjoying an excellent reputation locally, where we have created a happy, successful and well-resourced learning community. Our children are very well behaved and highly motivated and we love spending our days with them!

We are proud to be serving a richly diverse and inclusive community, inspired by our strong Catholic ethos and tradition which stretches back over 175 years.

## **Duties and Responsibilities:**

- To supervise children and ensure their safety during the mid-day period, both inside and outside.
- To supervise the cloakroom areas and check washing of hands and toileting of children.
- To take groups of children to various areas, e.g. dining room, playgrounds.
- To be familiar with the school policy on Health and Safety and to ensure that it is always observed, e.g. ensure that any spillage is wiped up immediately.
- To check with the cook-in-charge regarding special diets.
- To ensure that children are encouraged to try food, use cutlery correctly and observe table manners in the dining room or packed lunch hall.
- To supervise the clearing of tables, stacking of crockery and cutlery and scraping of plates.
- To ensure that packed lunch boxes are taken with the children and that the tables and chairs are cleared, wiped and stacked away appropriately.
- To ensure that children are suitably dressed for all weather conditions.
- To circulate in the playground and watch out for possible problem areas, ensuring children follow the school rules and that the whole-school rewards are given when appropriate.
- To put out lunchtime play equipment and to organise games with the children.
- To supervise children at the end of the mid-day period and ensure they go to class in a quiet and orderly manner.
- To read, become thoroughly familiar with and adhere to, school policies relevant to the post.
- To report all accidents and incidents to the Senior Mid-day Supervisor and fill in an incident slip to pass to the class teacher. For more serious incidents fill in an accident form and inform the school office so parents/necessary agencies can be informed.
- To attend a designated first aid training course and other relevant training if required.

*The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service before the appointment is confirmed.*

An application form, job description and personal specification are available on mynewterm or by contacting the school via email [admin@st-marys-halifax.calderdale.sch.uk](mailto:admin@st-marys-halifax.calderdale.sch.uk) to request the link. Should you require any further information please contact Tracey Maseela on 01422 362365.

**Closing Date:** 10<sup>th</sup> January 2025

**Interviews:** W/C 13<sup>th</sup> January 2025