

Illingworth Place, Oldbrook, Milton Keynes, MK6 2NH

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[www.oldbrookschool.co.uk](http://www.oldbrookschool.co.uk)

### Mid-day Supervisor

Salary Range: Grade A1 (£23,114 FTE, £5,421 actual per annum)  
10 hours per week – 11.15am until 1.15pm Monday to Friday  
39 weeks per year

Fixed Term: 1<sup>st</sup> September 2024 until 31<sup>st</sup> August 2025

Oldbrook First School and Nursery is a welcoming and caring school that values the importance of early years education, providing children with the best possible opportunities to become confident, enthusiastic and successful learners. We value our community where everyone can live and learn together.

We are looking for people with:

- A caring and smiley disposition
- Good organisational skills who can follow instructions
- Skills to help our children develop lunchtime etiquette
- Skills to support children play
- Good communication skills
- Excellent punctuality.

We can offer a supportive learning environment which values everyone, happy well motivated children who are eager to learn and opportunities for further professional development.

Please contact our School Business Manager, Mrs Preen on 01908 604689 for further details. Application forms can be downloaded from our school website.

Oldbrook First School is committed to safeguarding and promoting the welfare of all our children. The successful applicant will require an enhanced DBS clearance. This school is committed to equal opportunities.

**Closing date: Friday 12<sup>th</sup> July at 12noon**

**Interview date: w/c 15<sup>th</sup> July**

**Start date: 1<sup>st</sup> September 2024**

# Milton Keynes Council – Role Profile

Role Title: **Mid-day Supervisor L1**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0818**

Grade: **A1**

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## Purpose of job

To work as part of a team monitoring pupils' behaviour during the midday break.

## Key Objectives

1	Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2	Assist in the supervision of other activities during the midday break, including setting out and storing equipment
3	Encourage pupils to select and eat healthy balanced meals.
4	Operate tills and take money/vouchers as meal payment.
5	Communicate with pupils during midday breaks to encourage healthy meal selection and oversee play activities
6	Clean up spillages of food or liquid during meal service
7	Wipe down tables and clean dining areas between meals
8	Report incidents in line with school policy

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## Scope

- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at meal times.
- Clean up spillages of food or liquid during meal service
- Wipe down tables and clean dining areas between meals.
- May handle small amounts of cash.
- Undertake similar work at other times, such as before and after school.
- Occasionally exposed to emotionally demanding situations during the midday break. Senior staff taking



Together we make the difference

responsibility for resolving issues.

- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning

### **Work Profile**

- Ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

### **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
<b>Qualifications</b>				
<b>Skills / Experience</b>	Knowledge of school routines and behavioural procedures		X	A
				A
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
<b>Planning and organising work</b>	Awareness of school timetable		X	I
<b>Influencing and interpersonal skills</b>	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		X	I
<b>Using initiative</b>	Reacting positively and appropriately to day-to-day situations		X	I
<b>Working independently</b>	Dealing with day-to-day incidents and minor emergencies		X	I
<b>Managing resources</b>	Use and safe keeping of equipment and materials where relevant		X	I
<b>Managing risk</b>	Awareness of school standards and practices in relation to health and safety, child protection etc		X	I
<b>Managing oneself</b>	Awareness of opportunities for self-improvement at all times		X	I