



Job Description: Midday Supervisor

The Mary Bassett Lower School is committed to creating a diverse workforce. We'll 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.

Job Details

Employer The Mary Bassett Lower School

Location Leighton Buzzard, Bedfordshire

Closing Date Sunday 26th January

Salary £24,027 (FTE)

Job starts. Immediate start subject to checks

Contract type Term Time only

Contract term Permanent

Main purpose

- To be responsible during the midday break for the safety, general welfare and proper conduct of pupils.

Duties and responsibilities

- Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food.
- Supervision of hand washing as required.
- Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
- Assistance for pupils where necessary to carry trays etc. to table and to return empty dishes etc. to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc. if required.
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy.
- Organising play/games as appropriate inside school on wet days.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2024

Next review date: July 2025

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____