



St Mary's Catholic Primary Academy
Reflecting the love and faith of Mary in all that we do.



**The Blessed
Peter Snow**
Catholic Academy Trust

Job Description

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Post Title MID-DAY SUPERVISOR (MDS)

Post Grade/ Hours: Scale 2 Point 11 6.25 hours per week (Mon –Friday 11.50-1.05).
To start ASAP

Responsible to: Line Manager and Senior Mid-Day Supervisor

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 observed at all times, 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 an accident form.
- To attend a designated first aid training course and other relevant training if required.

If you are interested in this position, then you will need to complete an application form on mynewterm – this is available by contacting Tracey Maseela in the school office on 01422 362365, who will direct you regarding the correct process.