



Brooklands Drive, Leighton Buzzard, Bedfordshire, LU7 3PF
Telephone: 01525 372018
E-Mail: office@brooklands.school Website: brooklandsschool.co.uk
Headteacher: Mrs Julie Hodgson

Job Description

Department: Mid-day Supervisor

Line Manager: Deputy Headteacher

JOB PURPOSE: To be responsible, during the midday break, for the safety and general welfare and proper conduct of pupils

Main duties and responsibilities:

1. 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.
2. Help with setting up and putting away lunch tables and chairs.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room which might be required.
4. Assistance for pupils where necessary to carry trays etc. to the table and to return empty dishes etc. to service counter.
5. 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.
6. 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.
7. 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.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties of a similar level and responsibility as may be required.

Signature of Postholder

Date