



Priors Hall  
a Learning Community



## **Midday Supervisor**

**Hours:** 6.25 hours per week, 39 working weeks per year

**Salary:** NJC Scale Grade C Starting at £23,656 FTE

**Reporting to:** Senior Midday Supervisor

As a member of the Lunchtime Supervision Team you will, under the overall direction of the Head Teacher but line-managed by the Senior Lunchtime Supervisor you will:

- Ensure that the children enjoy quality time during the lunch period
- Ensure that children can enjoy this time safely

### **Midday Supervisor responsibilities:**

- Supervise all children when on the playground
- Supervise hand washing before lunch
- Provide support for children as required when they are eating their lunch
- Clean tables and brush floors as necessary when the children have finished eating
- Dispose of rubbish as required after the children have eaten
- Be responsible for a class of children during the lunch period
- To attend staff training sessions
- Administer basic first-aid as required
- Be aware of and adhere to relevant Health and Safety regulations
- To undertake any other duties as requested by the Head Teacher/Line Manager
- These duties may change from time to time without changing their general character or level of responsibility

**Please see below Person Specifications.**



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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	GCSE English & Maths	Level 3 qualification in Childcare.
<b>Experience and Knowledge</b>	Basic knowledge of healthy food provision. Supervision of children	Previous experience of working with children in a similar setting
<b>Ability and Skills</b>	Good communication skills Able to maintain confidentiality Ability to work responsively and flexibly to meet the needs of the organisation  Ability to work in a tidy fashion	
<b>Equal Opportunities</b>	Ability to demonstrate awareness and understanding of inclusion and diversity and other peoples' behaviour, physical, social and welfare needs	
<b>Health &amp; Safety</b>	Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.  Already hold or be willing to obtain a Food Hygiene Certificate  Already hold or be willing to obtain a suitable first-aid qualification.  Able to ensure safety first within the room especially with cutlery etc.	
<b>Pre-employment checks and safeguarding children</b>	In addition to the normal pre-employment checks the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and Child Protection training.	