

Edward Peake C of E (VC) School

Headteacher: Z J Linington



Potton Road • Biggleswade • Bedfordshire • SG18 0EJ
Tel: 01767 314562 • Fax: 01767 314006
E-mail: info@edwardpeake.beds.sch.uk
Web: <http://www.edwardpeake.beds.sch.uk>

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

JOB DESCRIPTION

Post: Midday Supervisor

Responsible to: Senior Midday Supervisor/Assistant Headteacher

Main Duties and Responsibilities:

Each Midday Supervisor will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Supervisory Assistant looks after a specific group or area each day (s)he must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

The Midday Supervisor must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Headteacher.

Specific responsibilities include:

These will be allocated by the Assistant Headteacher and Senior Midday Supervisor in accordance with scheme of Midday Supervision for the school and will include assisting with:

Supervision of dining areas

- To assist with the preparation of the dining area which may include moving and setting up the furniture and the cleaning and dismantling of these as required.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions, and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure the pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.

Supervision outside dining areas

- Control queues to dining areas.
- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.

- Try to avoid children hurting themselves or damaging property.

General

- Undertaking any other duties as requested by the Headteacher which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

AGREED with the Headteacher

on.....

Headteacher.....

Postholder.....