

Job Description

Job Title: Midday Supervisor

Grade: 2

Reports To: Headteacher/ other nominated person

Salary Range: SCP 1-3

Main Job Purpose:

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

Main Duties:

1. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
4. To maintain good order in dining areas.
5. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
6. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
8. To assist in the setting up and removal of furniture where necessary.
9. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
10. To report any unauthorised visitors on school premises
11. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
12. To fully comply with the Trust's safeguarding policy.
13. This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Knowledge & Skills

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important. Necessary training in food handling may be required.

Supervision and management

The post holder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher (or designated member of staff) and/or other designated member(s) of staff. Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

Key Contacts and Relationships

There is a high level of interaction with individual and groups of pupils. There will be the requirement to work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

Resources

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working Environment

There may be some occasions when the post holder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems. There will be need to respond to challenging behaviour of pupils. The post will also involve some supervisory duties being undertaken on the playground or other external spaces.