



Job Description: Midday Supervisor

Location: Parson Cross CE Primary School

Hours: 7.5 hours per week (1 hour 30 minutes per day), term time only (11:45 am – 1:15 pm)

Grade: Grade 1, SCP 1-2 pro rata

Purpose of the Role

To supervise pupils during the lunch break, ensuring their safety, well-being, and positive behaviour both in the dining hall and playground. The Midday Supervisor will also support the organisation and cleanliness of the lunch environment and promote the school's values and policies regarding health, safety, and behaviour.

Key Responsibilities

Supervision

- Supervise pupils in the lunch area, playground, and classrooms during wet play.
- Encourage pupils to eat their lunch and monitor those who do not, reporting concerns to class teachers.
- Monitor pupils not engaging in play and provide feedback to class teachers.

Organisation

- Set up and put away tables, chairs, and other equipment needed for eating in the lunch area.
- Manage pupils' orderly entrance and exit from the lunch area.
- Clean up food and water spillages to maintain a safe environment.

Health and Safety

- Observe pupils and the environment, taking action to minimise health and safety risks.
- Deliver first aid for minor incidents and refer major incidents to qualified first aiders.
- Record incidents in line with school procedures.
- Support pupils with medical or dietary needs and promote the school's healthy eating policy.
- Report health and safety concerns to senior staff.



Behaviour Management

- Deal with incidents in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils.
- Ensure pupils tidy up after themselves in the lunch area and when using play equipment.
- Follow directions from class teachers regarding support for pupils with challenging behaviour.

Play

- Organise and lead play activities to encourage positive social interaction and use of play equipment.
- Offer support to help pupils share equipment.
- Help resolve conflicts between pupils during play.

Person Specification

- Enjoy working with children and supporting their development.
- Ability to engage pupils in fun, inclusive, and positive activities.
- Good communication and interpersonal skills.
- Reliable, positive attitude, and ability to work as part of a team.

What We Offer

- A supportive and friendly working environment.
- Opportunities for professional development.
- Engagement with a committed and vibrant school community.
- Term-time working hours supporting a healthy work-life balance.