



JOB DESCRIPTION

Mid-day Supervisor

Current Job Holder:	
Grade:	Grade 16 point 2
School:	Catcott Primary School
Job Title:	Mid Day Supervisor
Reports To:	Deputy Headteacher
MAIN PURPOSE OF THE JOB:	
To ensure the safety, welfare and conduct of pupils during lunchtimes. To work as a co-operative member of a team, liaising as necessary with other school staff, including the Headteacher.	
MAIN RESPONSIBILITIES AND DUTIES:	
Qualities • Work as a co-operative member of a team • Exhibit an appropriate manner, with all children and all staff, at all times • Have excellent attendance and punctuality Safety • Contribute to the supervision of pupils, pupil behaviour, induction and training of newly appointed Lunchtime Supervisors • Ensure all systems regarding allergy and intolerance requirements are consistently applied • Complete documentation, online or offline, required by the school in relation to safeguarding, incidents or accidents • Ensure all areas are kept clean and tidy by liaising with the School Cleaner • Follow all guidance and school policies consistently Hall and playground • Maintain good order in dining areas and the playground • Assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter • Assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the meal • Assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate • Assist in the setting up and removal of furniture where necessary • Supervise the playground or other spaces used by the children • Establish safe and appropriate pupil behaviour by effective intervention • Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements • Empty waste and recycling bins and dispose of collection bags safely • Observe the requirement of Health and safety including COSHH at all times	

- Report equipment faults to the appropriate person in the school, as soon as possible
- Operate a safe working environment for people still in the building (display safety signs)
- Undertake other related tasks at other times such as covering for colleagues in the case of absence, completing training or attending meetings

Supporting Processes

Work to strict deadlines within well-known routines. Under the guidance of your line manager, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines.

Physical Effort and Working Conditions:

Continuously on feet, physical work supervising and cleaning using potentially hazardous cleaning agents. Moving of furniture.

Contacts and Relationships:

A positive and collegiate working relationship with all other colleagues.

Additional information:

Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action.

Knowledge, Skills and Experience

Basic level of education, dexterous, pleasant courteous personality. Knowledge of the procedures required for the job. Awareness of the health and safety requirements of the job including COSHH. Awareness of correct manual handling procedures. Willingness to receive any training provided. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder		Date	
Line Manager	Deputy Headteacher Hannah Lintern	Date	
Designated Senior Manager	Headteacher Laura Constanza	Date	

JE Primary Matrix

PL011	Includes Midday Supervisor	Grade16 Point 2	To provide daily care, support and a safe environment for students by: • ensuring the dining hall is ready and cleared for school use in the afternoon • encouraging appropriate eating and ensuring appropriate behaviour • following current procedure where a student conflict arises and understanding the appropriate course of action in case of injury The job requires experience of working with students and a range of interpersonal skills and an understanding of when and how to intervene.
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