



MIDDAY SUPERVISOR JOB DESCRIPTION

JOB TITLE: Midday
Supervisor
ACCOUNTABLE TO: Head Teacher

SPECIAL CONDITIONS OF SERVICE:

- Holidays not to be taken in term-time

PRINCIPAL RESPONSABILITIES

- To secure the safety, welfare and good conduct of pupils during the lunch time period.

MAIN RESPONSIBILITIES AND TASKS:

- To supervise young children (as appropriate to their age) whilst they use the toilets and wash their hands.
 - To supervise children needing a change of clothes.
 - To control the dinner queue.
 - Supervise pupils eating their dinners and packed lunches.
 - Cut up food for young children and show them how to use their cutlery, if necessary.
 - Prevent pupils from taking food outside the dinner hall.
 - Supervise and control the behaviour of pupils whilst they eat their meals and in the playground.
 - Take play equipment outside and organise activities.
 - Check that pupils do not congregate around areas that they should not (e.g, toilet blocks).
 - Wipe spillages on the floor and tables incurred during the meal.
 - To wipe bodily fluids from children and areas in a safe manner.
 - Be aware of emergency procedures eg. Fire drill and know what action to take.
 - Supervise children in designated areas other than the playground during bad weather.
- † Report all accidents and incidents to the designated member of staff as required by the school.
- † Ensure pupils do not leave the school without permission of the Head Teacher.

- To administer first aid as and when required.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned) and enter details
- Contribute to the overall ethos/aims/work of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To participate in performance development procedures and training and attend meetings as requested.
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Radcliffe Primary School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.