Job Description

Post Title	**Midday Supervisor**
School / Organisation	Avanti Brook Primary School
Location	Bishop's Stortford
Grade	Grade 1, £25,784 per annum, pro rata *Approximately £5,499 per annum (0.21326 FTE)*
Hours	11am-1pm (daily)
Contract Type	Permanent
	Term Time only
Reports to	Office Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB

Responsibilities and Roles

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately in line with the schools' behaviour policy at all times including the dining room, playground and during wet lunch times.
- To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
- To follow the schools' policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
- To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
- To challenge and report any stranger on site.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
- Ensure that you are a strong, positive role model for the children and other staff.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the school's policies and Trust's Ethos Policy.
- Actively participate in any appropriate training when required.

AVANTI SCHOOLS TRUST

Job Description

PERSON SPECIFICATION			
Criteria		**Requirement**	
		Essential	*Desirable*
1.	Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision	X	
2.	Ability to form good relationships with children	X	
3.	Ability to maintain confidentiality over matters relating to the school, with pupils, staff and parents		X
4.	To be able to take charge of groups of children setting and maintaining acceptable behavioural standards	X	
5.	Appropriate knowledge of first aid	X	
6.	To be able to engage the children in play	X	
7.	To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents	X	
8.	Ability to stay calm and be patient and understanding when dealing with the children	X	
9.	To be able to deal fairly and consistently when dealing with the children	X	
10.	Good communication skills	X	
11.	General understanding school roles and responsibilities	X	
12.	High degree of drive, resilience and enthusiasm	X	
13.	Promote and safeguard the welfare of children and young people within the school	X	
14.	Commitment to professional development, learning and development	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - Child Protection and Safeguarding Policy 2026-2027