

HACKBRIDGE PRIMARY SCHOOL



JOB DESCRIPTION

JOB TITLE: Midday Supervisor

SALARY SCALE: Grade 1C3 (Points 3-6)

Hours of work: 5 hours per week, term time only.

General Purpose of Job

Under the direction of the Senior Midday Supervisor, to provide supervision on the premises during the midday break and to be involved in encouraging children in purposeful play and social skills activities.

Specific Duties

1. General supervision of children during the lunch period, in the dining hall, playground (and classrooms, in poor weather).
2. Encouragement of purposeful play and social skills activities (if required).
3. Supervising children washing hands etc before eating, as required.
4. Ensuring children tidy up/clear up in a satisfactory manner.
5. Attend to toileting needs and the clearing up of bodily fluids.
6. Working in close co-operating with other school staff, being part of the school team.
7. Ensuring that children who are not entitled to leave the school during the midday break remain on site.
8. Watching for any visitors to the school during the lunch break and enquiring their purpose, giving directions as necessary.
9. Dealing with minor first aid problems. Reporting any accidental injury to the Senior Midday Supervisor.
10. Checking that children are not playing in toilets, cloakrooms etc.
11. Dealing with children who have been sick, (including cleaning up any mess where necessary, if caretaker is off site for any reason).
12. Reporting difficult children and unruly behaviour to the Senior Midday Supervisor.
13. Contributing to the happy atmosphere of the school.
14. Willingness to undergo relevant training, as available.
15. Awareness of relevant school policies: e.g. Equal Opportunity, Behaviour (including Racial Harassment, bullying, school rules), school's first aid and fire evacuation procedures, Health and Safety procedures, Child Protection issues.

Supervision Arrangements

Line Manager: Senior Midday Supervisor

PERSON SPECIFICATION

Midday Supervisor

The person specification shows the abilities and skills you will need to carry out the duties in the job description. **Applicants must address each point of the person specification sequentially within the statement of suitability within their application. Applications where this has not been fulfilled will not be considered.** Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Experience, Abilities, Skills, Knowledge

1. Experience of working with children of primary school age and be able to relate well to them.
2. Experience of organising and supervising simple games for groups of children
3. Be patient and calm by nature
4. Be firm but fair in matters of discipline
5. Be willing to undergo training, as required, in order to develop further in the role of midday supervisor
6. Demonstrate the ability to work as part of a team under the direction of the senior midday supervisor
7. Contribute ideas to further develop the play opportunities for the children during the lunch break
8. Experience of administering first aid and be willing and able to deal with minor first aid (training can be arranged, if necessary)
9. Be a good role model to the children
10. Be aware of equal opportunities
11. Be aware of, and able to maintain, the confidentiality aspects of the job.
12. Demonstrate the ability to comply with policies and procedures relating to child protection, health & safety, security, data protection and equal opportunities.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced DBS check.