

Job Title: Midday Supervisor

Responsible to: Lead MDS / Class Teacher

Job purpose:

To assist in the supervision of children both in the dining area and in play areas as part of a team led by the Lead Midday Supervisor.

Main duties and responsibilities:

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist younger pupils, where necessary, whilst they are taking a meal
- To actively supervise the dining room procedures: -
- Carrying of meals to the table
- Assisting with the service at the table
- Training children in the correct use of cutlery
- Clearing and stacking table equipment and serving dishes
- Wiping and re-setting tables if necessary
- Cleaning up food and water spillages on tables and floors
- To report to the Line Manager in the case of absence due to illness
- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the designated member of staff.
- Be responsible for organising play activities in the playground or indoors if a wet playtime
- Support children to dress appropriately for the weather
- Assist children appropriately with changing clothes in the event of accidents.
- To liaise with the Senior Midday Supervisor in dealing with problems arising from pupil behaviour and any other matters of concern
- To contribute as a member of the team to the ethos and environment of the school.
- To adhere to need for confidentiality at all times
- To perform such other duties as reasonably, correspond to the general character of the post within its level of responsibility.

Additional Information: This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

Person Specification – Midday Supervisor

Qualification and other required skills	Essential	Desirable
Basic general education - clear written and spoken English	X	
Excellent communication skills	X	
Recent experience of working with children age 4-11	X	
Experience of lunchtime supervision in an infant or junior school		X
Good organisational skills	X	
Good knowledge and understanding of equal opportunities and special educational needs		X
First Aid qualification		X (training will be provided)
Food Hygiene Qualification		X (training will be provided)