

# LAVENHAM COMMUNITY PRIMARY SCHOOL

## JOB DESCRIPTION

### Midday Supervisor

#### ***Job Purpose***

To assist with the supervision of children during the midday break.

#### ***Responsible to***

The Headteacher

#### ***Level Description***

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

#### ***Main Duties, Tasks and Responsibilities***

- Direct supervision of pupils throughout the midday break, from the end of morning school until the start of the afternoon session.
- Oversee all areas where pupils gather during the lunch break, including dining areas, cloakrooms, classrooms, playground etc as appropriate.
- To maintain an acceptable standard of conduct and safety as laid down in school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- To assist the catering staff in serving meals.
- To assist in maintaining cleanliness of the dining area(s).
- To administer First Aid and record this in the incident book and inform an appropriate member of staff.
- To attend to the personal/hygiene needs of individual pupils.
- To clean/make safe areas used by pupils when regular cleaning staff are unavailable.
- Assist with the induction training of any new midday supervisory assistants or supply assistants when necessary.
- Any other related duties as directed by the Headteacher.

This job description sets out the main duties and tasks associated with the stated purpose of the post. Other duties of a similar level/nature undertaken within the school are not excluded simply because they are not specified. The duties and tasks may vary from time to time resulting from new legislation or policy changes.

Appropriate training will be offered to enable the post holder to undertake new or varied work. The hours of work are flexible and may vary from time to time.