



JOB TITLE: MIDDAY SUPERVISOR

General Purpose of the Job

To assist the Head of School in providing supervision on the premises during the midday break.

Midday supervisors are required to be involved in encouraging children in purposeful play and social skills activities and this is reflected in the duties below.

Main 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. Working in close co-operation with other school staff, being part of the school team.
6. Ensuring that children who are not entitled to leave the school during the midday break remain on site.
7. Watching for any visitors to the school during the lunch break and enquiring their purpose, giving directions as necessary.
8. Dealing with minor first aid problems. Reporting any accidental injury to the Administrative Officers in the main office.
9. Checking that children are not playing in toilets, cloakrooms etc.
10. Dealing with children who have been sick, (including cleaning up any mess where necessary, if caretaker is off site for any reason).
11. Reporting difficult children and unruly behaviour to the Class Teacher.
12. Contributing to the happy atmosphere of the school.
13. Willingness to undergo relevant training, as available.

PERSON SPECIFICATION

The person specification shows the abilities and skills you will need to carry out the duties in the job description. 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

The sort of person we are looking for will have the following skills and qualities:

Abilities, Skills, Knowledge

1. Experience of working with children and be able to relate well to them.
2. Be able to organise and supervise simple games for groups of young children if required.
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. Be willing to work as part of an established team under the direction of the senior midday supervisor.
7. Contribute ideas to further develop the play opportunities for the children during the lunch time break if required.
8. Will ideally have some first aid experience 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 opportunity issues.
11. Be aware of, and able to maintain, the confidentiality aspects of the job.