

Midday Supervisor

Grade 1, SCP 1-3

5 hours per week (one hour per day)

Mon-Thurs 12:25 – 1:25pm / Fri 11:55 – 12:55pm

Core purpose

To be responsible, both individually and as part of a team, for securing the safety, welfare and good conduct of Brian Clarke students during the midday break, in accordance with the practices and procedures of the school.

Reporting to

Head's PA

Core responsibilities

1. To model, implement and champion the 'Brian Clarke Way' so that every child feels safe, happy and secure at school.
2. Supervision of and engagement with students in the restaurant and outdoor areas during midday break.
3. Cleaning up of spillages, ensuring tables are clean during meal times.
4. Maintenance of good order and discipline.
5. Assisting with first aid, ensuring all accidents are reported and recorded in line with Health and Safety procedures.
6. Actively seeking to contribute to effective communication and good working practices within the midday supervisor team.
7. Contribution to the maintenance of student discipline in line with school behaviour & management guidance.
8. Active promotion of healthy eating and good table manners.

Other responsibilities

1. To model, implement and champion consistently the 'Brian Clarke Way' across the school so that effective learning can take place.
2. To attend meetings and undertake training as required, e.g. annual safeguarding.
3. To understand the importance of inclusion, equality and diversity, when working with students and with colleagues, and to promote equal opportunities for all.
4. Implement and uphold the policies, procedures and codes of practice of the school, including health & safety, anti-bullying and safeguarding/child protection.
5. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
6. Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Person Specification – Midday Supervisor	Essential/ Desirable	How identified Application (A) Interview (I)
Qualifications		
Willingness to obtain First Aid certificate	E	A
Hold current valid First Aid certificate	D	A
Knowledge		
Knowledge of safeguarding and an understanding of why it is important in schools	E	A/I
Undertake training as required	E	A/I
Personal		
Good communicator, able to give clear instructions and maintain discipline	E	A/I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
Self motivated and good team player	E	A/I
Excellent communicator with adults and students	E	A/I
Ability to work with sensitivity and resilience, maintaining confidentiality and using correct lines of escalation to report concerns or issues	E	A/I
Good communicator, able to give clear instructions and maintain discipline	E	A/I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
Ethos		
Supports and models the school's Christian ethos with integrity	E	I
Safeguarding		
Displays a commitment to the protection and safeguarding of children and young people	E	A/I
Willingness to undertake regular training	E	I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview