

Oak Grange Nursery and Primary School



JOB DESCRIPTION

Job Title	Midday Supervisor
Working pattern	Mon- Fri 11:55-1:05pm 5hours 50mins
Salary Grade	Scale 1 (Point 2-3) 39 weeks
Accountable to:	Headteacher

Post Objective

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As a member of a team led by the Senior Midday Supervisor or under the direction of the Headteacher, you will be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break.

Other considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL ROLES 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 meal 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 Headteacher and SMDS 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 book and reporting serious accidents to the Headteacher or Paediatric First Aider.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour in line with the school's behaviour policy and any other matters of concern.
- To contribute as a member of a 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 and are commensurate with its level of responsibility.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Challenging and reporting any stranger on site
- Ensuring that you are a strong, positive role model for the children and other staff
- Likely to be standing or walking for most of each session.
- Able to work indoors or outdoors in all seasons.

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PERSON SPECIFICATION

Person Specification	Essential	Desirable
Experience		
Experience of working within a school setting.		X
Experience of building positive relationships with children, including managing behaviour positively.		
Personal Qualities & Skills		
Adaptability and flexible	X	
Awareness of security and health and safety issues	X	
Ability to communicate effectively with a range of people including staff, pupils, parents, agencies and visitors	X	
Helpful, positive, calm and caring nature	X	
Able to establish good working relationships with colleagues and students	X	
Able to follow instructions accurately but make good judgements and lead when required	X	
Ability to work in a confidential manner	X	
Able to maintain a safe, calm and happy ethos	X	
Committed to the safeguarding and welfare of all pupils in the school.	X	
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection	X	
Willingness to undertake training in any area identified including First Aid	X	
Specific skills		
Ability to work as part of a team	X	
Good communication and interactions with a range of staff and children.	X	
Understand the importance of confidentiality and discretion	x	
All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.		