



### Job Outline

<b>Job Title</b>	Midday Supervisor	<b>Post No.</b>	
<b>Responsible to</b>	Line Manager	<b>Scale Point</b>	1
<b>Overall Purpose:</b> To provide comprehensive supervision of the pupils during lunch break. To promote a safe, happy and secure environment.			

<b>Principal Accountabilities and Main Duties</b>	
1.	To be part of a team responsible for the safety, welfare and good conduct of the pupils during the midday break.
2.	To actively supervise pupils in the dining hall, playground areas and school premises during the midday break.
3.	To set out dining tables and chairs, clean up spillages on both tables and floor areas, clean tables and put away tables and chairs after use. Sweep hall floor and spot mop.
4.	To maintain good order and discipline in accordance with the school's behaviour policy.
5.	To establish and maintain good working relationships with pupils, line managers and colleagues.
6.	To ensure that the workplace is a clean and safe environment and comply with food hygiene legislation.
7.	To ensure registers are available in the event of an emergency situation.
8.	Ensure the safety of the pupils in line with the school's Child Protection Policy.
9.	Undertake first aid duties and ensure the recording of injuries and accidents in line with school policies.
10.	Attend training courses and meetings as directed by the management.
11.	Any duties and responsibilities appropriate to the grade and level of responsibility of the post.
	The above are not exhaustive and may vary without changing the character of the job or level of responsibility



## Employee Specification

**POST TITLE: Midday Supervisor**

**SCP: 1**

### Essential Criteria

- Treats children and colleagues with respect
- Suitable to work with children and young people
- Experience of behaviour management and ability to instil high standards of behaviour at all times.
- Has the ability to supervise children on their own
- Commitment to comply with customer policies
- Good level of education – able to complete first aid records
- Awareness of basic hygiene and cleaning procedures
- Problem solver
- Team Player but can work on own initiative
- Ability to meet changes to rota
- To be honest, trustworthy and reliable
- Good level of fitness and health, able to organise and participate in lunchtime activities.
- First Aid certificate or willingness to undertake training
- Awareness of children with special educational needs

### Desirable Criteria

- Looks to improve efficiency / effectiveness of services
- Previous work experiences as a midday supervisor
- Experience of dealing with groups of children and organising activities for them

- Understanding of health and safety
- Understands the need for change
- Understanding of Safeguarding and Confidentiality