



Midday Supervisor

Job Description

Job Title: Midday Supervisor

Grade: 4

Responsible To: Midday Manager

Responsible For: Pupil Welfare over the lunch period

**Key Relationships/
Liaison with:** Business Manager & Care Advisor

Job Purpose: To take responsibility for the health and safety and security of children during the School/College lunch break.

**MAIN DUTIES AND
RESPONSIBILITIES:**

- 1 Supervise pupils in the area in which they eat their lunch.
2. Assist and supervise the clearing away and tidying of the eating area.
3. Ensure that the dining room/hall is left in a tidy condition ie surplus clothing (not table cleanliness)
4. Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School/College Behaviour Policy.
- 5 Ensure that the cloakrooms are left in a tidy condition by checking that pupils have placed clothing/lunchboxes appropriately.
6. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.
7. Attend to accidents in the playground in accordance with the School/College procedure and guidelines on accidents and their treatment.
8. In consultation with the Midday Manager act as the First Aid designated person.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Battling Brook Primary School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.