



Midday Supervisor Job Description

Brimscombe C of E Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: £24,796 pro rata (Grade 2, pts 3)

Hours: 7.5 per week (12:00-13:30 Monday-Friday)

Contract type: Part-time, Fixed Term Contract, Term Time Only

Duties and Responsibilities

You will be responsible for ensuring lunch time runs effectively and that the safety and welfare of pupils is maintained.

Supervision

Supervise pupils in the lunch area, playground and classrooms (for wet play).

Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the Class Teacher and / or School Administrator.

Monitor pupils that aren't engaging in play and feedback any concerns to class teachers.

Organisation

Set up and put away the tables, chairs and other equipment needed for eating in the lunch area, cleaning the hall once furniture is removed.

Manage the children's entrance and exit to / from the lunch hall in an orderly manner. Clean up food and water spillages.

Health and Safety

Take action to minimise any identified health and safety risks.

Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider.

Record details of incidents in line with the school's reporting procedures.

Be aware of and support pupils with medical/dietary needs.

Promote the school's healthy eating policy.

Feedback concerns relating to pupils' health and safety to a senior member of staff.



Behaviour

Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.

Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.

Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.

Follow any directions from class teachers on supporting specific pupils with challenging behaviour.

Play

Offer educational instruction where needed to help pupils to share play equipment.

Help to resolve issues between pupils during play activities.

Please note this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Midday Supervisor will carry out. The postholder may be required to do other duties as required.

