

# JOB DESCRIPTION:

## MIDDAY SUPERVISOR



<b>LOCATION:</b>	Meadowdale Primary School
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>SALARY:</b>	Grade 4
<b>EMPLOYMENT STATUS:</b>	Part-time – 7.5 hours per week

## JOB PURPOSE

To care for and supervise children during the lunch period.

## MAIN DUTIES AND RESPONSIBILITIES

- Supervise children, ensuring that they have been to the toilet and washed their hands before they eat their lunch.
- Check that the dinner registers are accurate and communicate any errors or omissions to the office and kitchen staff as necessary.
- Help and assist to set up, clear away and tidy the dining area's ensuring that the area is kept clean and tidy at all times.
- Supervise children before, during and after lunch, whether inside or outside the school building, being especially vigilant to ensure the health, safety and security of the children in their care, and in accordance with the school's Behaviour Policy.
- Organise and supervise activities inside or outside depending on the weather.
- Attend to accidents in accordance with the school's procedures and guidelines, including completing any necessary report forms.

## KEY RELATIONSHIPS

- Office Staff
- Teachers and support staff
- Children

## ORGANISATIONAL RESPONSIBILITIES

- Understand and demonstrate the principles of confidentiality.
- Work within the policies and procedures of the school, including recognising the duty to protect vulnerable adults, children and young people.

- Understand and demonstrate commitment to the school's Equal Opportunities policies.
- Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change. Such variations cannot in themselves justify a reconsideration of the grading of the post.**

**Due to the nature of this position, any offer of employment with will be subject to a satisfactory checking report from the Disclosure and Barring Service at an enhanced level.**

# PERSON SPECIFICATION

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>	N/A		
<b><u>Experience</u></b> Experience of working with children.		✓	App/Ref
<b><u>Knowledge</u></b> An empathy with and an understanding of children in the age range concerned.	✓		App/Int
<b><u>Skills/Attributes</u></b> Ability to be assertive when necessary. Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy. Good interpersonal communication skills. Ability to move tables and stack chairs	✓ ✓ ✓ ✓		App/Int
<b><u>General Circumstances</u></b> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓ ✓		App/Ref/ Med  App/Int
<b><u>Factors not already covered</u></b> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App =  
Applicati

on Form, Test = Test, Int = Interview, Pre = Presentation, Med = Medical Questionnaire, Doc = Documentary Evidence (E.g., Certificates)