Job Title: Midday Supervisor

Contract: Permanent, term time only.

Salary: Kent Range 3

Hours: Part-time, 5 hours per week (1.5 hours each day)

 *The lunch time period is 12.30-1.30, you would be required to work 15 minutes each side of this.*

Responsible to: Senior Leadership Team

**Purpose of the Job:**

* Supervise the pupils during the mealtime period to minimise any disruption, so that all pupils are safe, cared for and have an enjoyable and sociable lunchtime.
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**Key duties and responsibilities**

The duties of the Midday Supervisor will include

* To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
* To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
* Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
* Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
* Assist the pupils, as necessary, during the meal break to ensure their wellbeing
* To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
* To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
* Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
* Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.
* To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
* Put out tables (where applicable)
* To report any unauthorised visitors on school premises

**Health and Safety:**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Support the School’s implementation of all current statutory requirements, e.g. Disability Discrimination act, Access to Work, Equal Opportunities, Child Protection.

**Skills:**

1. Excellent written and verbal communication skills are required.
2. Be a confident user of Outlook, Excel and Word. SIMS experience is highly desirable although training can be provided. Typing Speed 30wpm.

Whilst every effort has been made to outline the main responsibilities of the post, each individual task undertaken may not be identified. The Midday Supervisor would be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job profile.

**Person Specification: Midday Supervisor**

The following outlines the criteria for this post.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * English qualification – GCSE Grade C+ or equivalent.
* First Aid qualification or willingness to obtain
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| **EXPERIENCE** | * Minimum of 1 years’ experience working within a school.
* Knowledge and experience of policies and procedures relation to child protection, health, safety, security, equal opportunity and confidentiality
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| **SKILLS AND ABILITIES** | * Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.
* Ability to recognise and deal with emergency situations
* May need to be able to handle small sums of cash
* May require knowledge to enable the post holder be responsible for the safe use of equipment
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| **KNOWLEDGE** | * Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.
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