**Job Description – Midday supervisor**

# Job details

**Grade:** KR3

**Reporting to:** School Business Operations Manager

**MAIN PURPOSE**

To supervise students during lunchtime breaks, splitting time between the canteen and playground ensuring health and safety of the students is maintained at all time.

**DUTIES AND RESPONSIBILITIES**

1. Supervise students entering and leaving the dining hall and in the two lunch queues
2. To manage noise levels in the canteen effectively
3. To apply the school system of rewards and sanctions in order to maintain good behaviour
4. To deal with minor First Aid incidents
5. To manage behaviour of students moving in and out of the canteen

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 1 or 2 Diploma (or equivalent) with proficient practical skills, including a Minimum of Level 2 in English and mathematics. |
| **EXPERIENCE** | Previous experienced of working with children |
| **SKILLS AND ABILITIES** | Numeracy and literacy skills  Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality |