

*'They will soar on wings like eagles ...'*  
' Isaiah 40:31

*collaborate | enrich | trust | innovate | aspire | nurture*

**Job Description:** Midday Supervisor based at Archbishop Courtenay C of E Primary School

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**Name:**

**Grade:**

**Responsible to:**

**Purpose of the Job:**

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

**Key duties and responsibilities:**

1. Put out tables to ensure there are sufficient settings for the number of pupils eating that day.
2. 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.
3. Ensure pupils eating meals/packed lunches are seated in an orderly fashion to maintain safety and wellbeing of the pupils checking that pupils have or are provided with a drink and/or that sufficient amount of their meal has been eaten.
4. Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs.
5. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
6. Ensure once meals/packed lunches 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.
7. Assist in collecting pupils from collection point and escort to hall/playground/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.
8. Assist with supervision of pupils on the playground areas to ensure safety and appropriate behaviour is observed.
9. Report any concerns to Line Manager at end of session. NB: It may be necessary to report certain concerns immediately.

Signed:.....  
(Line Manager)

Date:.....

Signed:.....  
(Employee)

Date:.....

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## **Person Specification: Midday Supervisor**

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications.</li><li>• First Aid qualification would be an advantage.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• None.</li><li>• Previous experience of working with children would be an advantage.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.</li><li>• Ability to recognise and deal with emergency situations.</li><li>• May need to be able to handle small sums of cash.</li><li>• May require knowledge to enable the post holder be responsible for the safe use of equipment.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</li></ul>