

JOB PROFILE: MIDDAY SUPERVISOR

<p><u>Summary of Job:</u></p> <p>Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.</p>
<p><u>Outline of Main Duties:</u></p>
<p>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.</p>
<p>Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.</p> <p>This may include checking that pupils have or are provided with a drink and/or that sufficient amounts of their meals are eaten.</p>
<p>Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This will include helping with spillages, cutting up food and caring for pupils' personal needs.</p>
<p>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.</p>
<p>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.</p>
<p>Lead and supervise pupils during play ensuring all children are engaged and are ready for learning when they return to class.</p>
<p>Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.</p>
<p>Assist children who have had toileting accidents (report these to class teacher.)</p>
<p>Report first aid accidents to school office.</p>

Person Specification

- To be able to relate well to children.
- To understand the Health and Safety aspects of the post.
- To understand their role in the safeguarding of children.
- To work well in a team.
- To hold a current Paediatric First Aid Certificate or be willing to undertake training.