



## Job Description

<b>Post Title:</b>	<b>MIDDAY SUPERVISOR</b>	<b>Grade:</b>	<b>BEXLEY04</b>
<b>Responsible to:</b>	Senior Leadership Team and Senior MDS		
<b>Functional links with:</b>	Pupils and other staff		
<p><b>Main purpose of the job:</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the safety and welfare of children during the school lunch time break</li> <li>• Organise engaging group games and activities for children during their lunch break</li> <li>• Ensure good standards of hygiene are maintained at lunchtimes</li> </ul>			
<p><b>Major Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Reporting to the SLT or Senior MDS any serious incident occurring during the midday break.</li> <li>2. Ensuring the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.</li> <li>3. Act as a first aider, dealing with pupil injuries and illnesses.</li> <li>4. Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.) and ensuring the maintenance of good manners, behaviour and a healthy lifestyle.</li> <li>5. Reporting any behaviour or safeguarding incidents electronically.</li> </ol>			
<p><b>Job Activities:</b></p> <ul style="list-style-type: none"> <li>• Uses initiative and common sense and is assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order.</li> <li>• Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks.</li> <li>• Expected to be aware of, and comply with, relevant legislation and codes of practice particularly the Health and Safety at Work Act.</li> <li>• Working outside in playground.</li> <li>• Maintaining high standards of hygiene where and when children are eating.</li> <li>• May involve some sanitizing of frequently touched surfaces around the school</li> </ul>			