

**Midday Supervisor Manager**

**Job Description**

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| **Grade:** | **Kent Range KSC**  *(38 weeks plus holiday entitlement)* |
| **Responsible to:** | **Families & Community Manager/Headteacher** |

**Purpose of the Job:**

To ensure the health, safety, welfare and security of pupils during the lunchtime period. To be responsible for the management and development of Midday Supervisors. To provide support and guidance for all Midday Supervisors whilst they undertake their duties. You will be required to undertake first aid duties.

**Key duties and responsibilities:**

You will be asked to work as part of a team to ensure the safety, welfare and good conduct of pupils during lunchtime. You will be responsible for ensuring that all relevant information relating to individual pupils is shared as required and acted upon by all Midday Supervisors. You will work in accordance with the school’s behaviour policy and will promote lunchtime as an opportunity to extend the curriculum and make it a positive play-centred learning experience.

1. Produce working schedules and staffing rotas for all Midday Supervisors.
2. Ensure the Midday Supervisor teams are organized to cover all duties required to meet the needs of the school efficiently and effectively at lunchtime.
3. Check staff availability and attendance, reorganizing during absences, to maintain appropriate staffing levels and supervision ratios.
4. Support, train and lead the lunchtime team, including inductions and probations for new staff.
5. Work with Midday Supervisor teams to ensure a diverse and engaging range of play resources are available and accessible to every child..
6. Set up rotas for pupils to have different activities on the playgrounds.
7. Promote development of positive relationships in accordance with the School’s policies, working alongside Play Leaders to encourage positive peer support.
8. Ensure all Midday Supervisors deal with accidents and problems of discipline in accordance with the School’s procedures, assisting where appropriate.
9. Report serious accidents and serious matters of indiscipline to the Families and Community Manager/Headteacher.
10. Complete appraisals for all Midday Supervisors.
11. Plan and deliver enriching play events and activities that promote social and behavioural development.
12. Work with pupils (including School Council) to gather feedback and develop exciting play opportunities.
13. Monitor and manage midday revenue budget, authorising the purchase of suitable equipment for pupils to play with during lunchtime.
14. Liaise with Midday Supervisors, kitchen staff, school office staff and teachers, as required.
15. Programme and lead training and development of all Midday Supervisors to meet the needs of the team and the school.
16. Develop positive working relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team. Collaborate with Families and Communities Lead and Senior Leadership Team to develop outdoor play.
17. When required, cover the duties of the Midday Supervisor team, as detailed below.

**Dining Hall**

1. Set up the hall, putting tables and seating out, ready for first sitting.
2. To greet the children as they enter the hall and supervise the children being seated.
3. Supervise the children collecting their dinner. Encourage children to try all the food and eat with courtesy and good manners but not insist they eat it.
4. Assist the children to carry their dinners when appropriate.
5. Ensure a calm and positive environment is maintained for all children.
6. Attend to spillages and breakages.
7. Prepare tables and seating for next sitting.
8. Rotate year groups so that all year groups are offered the first sitting.
9. Ensure Health and Safety requirements are considered and action taken if necessary.

Supervision

10. Ensure that there are at least 2 Midday Supervisors in the hall, supervising lunch sittings

(more for FS/KS1 as necessary).

**Cloakrooms**

1. Encourage children to behave in an orderly way in cloakrooms
2. Encourage children to leave the cloakrooms tidy

Supervision

1. Ensure that there is 1 Midday Supervisor aiding the transfer of children from playground to hall and vice versa.

**Playground and Playing Field**

1. To be a positive role model for children by leading by example. It is not appropriate to ‘chat’ to other supervisors, except to exchange information regarding specific situations or children.
2. To interact and play with children, building a positive and caring relationship with the children.
3. Encourage an environment of mutual respect with the children.
4. Encourage independence and responsibility in children
5. Be stationed (zones), be responsible for leading a different activity and move around the area to ensure all children remain visible
6. Be aware of potentially difficult situations and endeavor to diffuse them before they arise thus avoiding dangerous/confrontation situations.
7. Be responsible for setting up play equipment on a daily basis
8. Monitor safe use of the play equipment, ensuring a safe level of adventurous play is maintained.
9. Undertake a visual check of the playground, playing field and play equipment for any health and safety issues and report any concerns to your line manager immediately.
10. Reinforce the behaviour policy and play an active role in using restorative approaches to support behaviour, speaking quietly, firmly and politely to the children in your care.

Supervision

1. Special care should be taken to supervise the toilet areas and check that toilets are being used properly.
2. Supervise the children at the end of lunchtime to return to class. (KS2 teachers to collect from playground).

**Wet Lunchtime/Classroom**

1. Collect children from their classes and accompany them to line up for lunch in the hall
2. Supervise the children in the appropriate manner in the appointed classroom.
3. Engage children in enjoyable and purposeful activities and conversations. Scissors and computers should not be used at wet lunchtime. Classroom equipment should not be used without consent of the teacher.

**Health & Safety/First Aid**

1. To adhere to correct first-aid practice and procedures in accordance with school policy and first-aid guidelines.
2. Be responsible in reporting lunchtime injuries.
3. To rotate staff to manage managing first-aid posts.

**General**

1. Alert line manager if children are not eating sufficient lunch or have inappropriate items in their lunchbox
2. Alert line manager should there be a child/children who require further investigation regarding inappropriate behaviour.
3. Be aware of the School Behaviour Policy and practices, so that they may provide consistent practice with the teaching staff
4. Adhere to the Confidentiality policy. All matters should be dealt with via the line manager.
5. The Senior Supervisor should be informed of any problems that have arisen during lunch ie serious injuries, fighting, inappropriate behaviour by children. The Senior Supervisor should also be made aware of unhappy/lonely children and will advise other staff recommending appropriate actions to take.
6. Ensure compliance of all staff with the requirements of the Health and Safety at Work Act and associated School Policies.
7. Be proactive in looking to improve lunchtime opportunities and feedback comments/ideas at MDS meetings.
8. Responsible for reporting of Safeguarding issues via My Concern.
9. Enjoy your time with the children.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: …………………………………………… Reviewed: September 2025

**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.