



JOB DESCRIPTION FOR MIDDAY SUPERVISOR

Job Title Midday Supervisor

Responsible to: Headteacher

Date: Autumn 2025

Purpose of Job

To support pupils in the dining room and playground at lunchtimes.

To assist pupils personal needs in relation to dietary wellbeing and the ability to maintain safety of all pupils.

Key Duties and Responsibilities

- Follow the school's policies and procedures to record and report incidents, accidents and safeguarding concerns
- Observe and apply the school's health and safety policy in the supervision of pupils, use of equipment and reporting of health and safety concerns
- Understand the importance of the schools allergens procedures and adhere to them
- Assist in preparation of dining room before and between lunch sittings
- Supervise and support pupils in the dining room
- Observe and apply the school's behaviour policy and behaviour/reward system
- Be aware of and model the school values
- Establish good relationships and interact positively with children
- To adhere to the staff code of conduct

This job description is generic in the tasks and activities that the post-holder is expected to undertake and duties may change as needed without changing the level of responsibility associated with this post.

Signed(Post Holder)

Date.....

Signed(Headteacher)

Date.....