



MIDDAY SUPERVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

Post	Midday Supervisor
Grade	KSA
Responsible to	Senior Midday Supervisor
Responsible for	N/A
Working hours	7 hours 55 minutes per week Working 12:25 – 2:15pm Monday-Friday Term Time only (38 weeks per year)

Everyone at Borden Grammar School works to fulfil our **School Plan**. Our school motto “Nitere Porro” means to strive forward and the ethos of Borden is that we expect our whole community to do this, together. Our school plan focuses on supporting and inspiring students to achieve their full potential.

JOB PURPOSE:

To supervise the site inside and outside and to be a visible presence, to deter bad behaviour and to ensure the safety and well-being of students during the lunch break

GENERAL ACCOUNTABILITIES:

- To work with prefects and staff to help keep the lunch break calm and orderly
- To supervise pupils in a designated area of the school premises/grounds by making regular tours of the area designated
- To intervene in instances of inappropriate behaviour
- To be alert to instances of bullying and to report such concerns to the Senior Midday Supervisor, member of Leadership of the Designated Safeguarding Lead (DSL)
- To act in cases of injury and where appropriate, calling for support from other trained first aiders
- To supervise the dining hall and to promote orderly behaviour amongst pupils queuing and eating there, ensuring crockery, cutlery, trays and leftovers are returned by pupils to relevant collection and disposal points
- Observe pupils and the environment and take action to minimise any identified health and safety hazards, reporting them to the Site Team when appropriate

PERSON SPECIFICATION – MIDDAY SUPERVISOR

	CRITERIA:
QUALIFICATIONS	<ul style="list-style-type: none"> First aid trained or willingness to attend the training.
EXPERIENCE	<ul style="list-style-type: none"> Experience of working within a school environment would be an advantage, but is not essential.
TRAINING, SKILLS AND ABILITIES	<ul style="list-style-type: none"> Be able to maintain confidentiality and observe data protection guidelines. Act in a non-prejudicial and non-discriminatory manner towards all pupils and employees, irrespective of age, disability, gender, gender-identity, race, religion or belief and sexual orientation. The postholder should also counteract any prejudicial or discriminatory practice or behaviour by challenging and reporting it. Ability to respond quickly and effectively to issues that arise. Have a firm but fair approach to handling behaviour issues in line with the school's policies.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Have good awareness of Keeping Children Safe in Education (KCSiE) and know to report to the Designated Safeguarding Lead (DSL) any concerns relating to child protection issues, including any disclosures made by pupils.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> The post-holder should have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Uphold and promote the ethos and values of the school. Maintain confidentiality at all times. Commitment to supporting and understanding pupil needs.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role.

Last review date:

December 2025

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

*Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act by completing a Self Declaration form. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*