

Job Description

Job Title : Midday Supervisor

Hours : 11.25 per week – term time only

Working Hours : 11.30 am – 1.45 pm Monday and 12.00 pm – 2.15 pm Tuesday to Friday

Salary: Kent Range 2 (currently £9.00 per hour)

Responsible to : Senior Deputy Headteacher

Key Responsibilities :

To ensure the security, safety and good conduct of students during break and lunch time.

- Supervision of pupils in the restaurant and school grounds, including toilets and cloakrooms.
- Care duties – i.e, assisting students after any accidents.
- Patrolling around the school, inside and out, making sure there are no problems. Maintaining good order and discipline among students and safeguarding their health and safety.
- Encouraging students to play using positive behaviour management strategies in line with the school's behaviour management policy.
- Acting as a role model and encouraging courteous and considerate behaviour.
- Making sure that students do not leave the school site or go into areas of the school that are out of bounds; knowing the layout of the school both internally and externally, and being aware of site entrances and exits, boundaries and access points for vehicles.
- Cleaning up spillages and making sure tables are clean, floor swept, particularly between lower and upper school lunch breaks.
- Dealing with incidents of misbehaviour and write up incidents and if necessary, report them to the Senior Leadership Team.

- Tend to sick or injured pupils and report any serious accidents; liaising with the school medical assistant regarding sick or injured children.
- Dealing with emergency situations such as fire drills.
- Listening to pupils and responding to them appropriately and encouraging them to resolve any differences amicably.
- Being vigilant and raising concerns about individual pupils or groups of pupils to the Senior Leadership Team.
- Knowing the school regulations and health and safety policy; being aware of and implementing the school rules and school policies; in particular safeguarding of children.
- Co-operate with the employer in all manners concerning health and safety and specifically to take reasonable care of their own health and safety, and that of any other persons who may be affected by their acts or omissions at work.
- To undertake other such specific duties that may from time to time be reasonably assigned by the Headteacher or Deputy.

Person Specification :

- Effective communication and interpersonal skills with both adults and children
- Ability to work under pressure and use own initiative
- Self motivated and able to work with minimum supervision
- Understands the requirement for working with others and in a team
- Able to form effective working relationships needed for the job
- Has basic written and numerical skills appropriate to the job

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.