



ST STEPHEN'S INFANT SCHOOL



"Together we shine"

Job Description

Job Description: **Midday Supervisor**

Grade: Kent Range 3

Responsible to: School Business Manager

Purpose of the Job:

Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

Key duties and responsibilities:

1. Put out tables (where applicable), and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
2. Ensure pupils enter the dining room/classroom in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
3. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.
4. Where applicable prepare hot or cold meals based on agreed menus, clean and tidy equipment at the end of each session.
5. Assist the pupils, as necessary, during the meal break to ensure their wellbeing.
6. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
7. Ensure once meals are finished that the dining area/classroom is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.
8. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.

Signed..... (Head of School) Date

Signed..... (Midday Supervisor) Date



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Person Specification:

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	You will not need previous specific experience or qualifications. Recent school leaves will have evidence of basic educational achievements or qualifications. First Aid qualification would be an advantage
EXPERIENCE	None Previous experience of working with children would be an advantage
SKILLS AND ABILITIES	Ability to Communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities. Ability to recognise and deal with emergency situations May require knowledge to enable the post holder be responsible for the safe use of equipment
KNOWLEDGE	Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.