

## Kent County Council

### Job Description: Mid Day Supervisor

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**School:** The Craylands School

**Grade:** Kent Range 3

**Responsible to:** Line Manager

#### **Purpose of the Job:**

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

NB: Precise duties will vary according to type of school

#### **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 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.  
(Depending on the type of school, this may include checking that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten).
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.  
(This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs. This will depend on the type of school).
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 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.

9. Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly.

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.

For KCC purposes this post has been rated as DMA Level 1

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### Person Specification: Mid Day Supervisor

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	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
<b>EXPERIENCE</b>	None Previous experience of working with children would be an advantage
<b>SKILLS AND ABILITIES</b>	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 need to be able to handle small sums of cash  May require knowledge to enable the post holder be responsible for the safe use of equipment
<b>KNOWLEDGE</b>	Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.

You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>