Job Description
Midday Supervisor

Responsible to	Head Teacher
Scale	SCP 3 £13.28
Contract	Bank Staff
Hours of work	11.30am – 1pm Monday to Friday Term Time Only
Required	ASAP

Purpose

- To supervise children both indoors and outdoors during the lunchtime period, ensuring the health and safety, security and welfare of pupils.
- To ensure that, as part of the midday supervisors' team, lunchtimes run as smoothly as possible.

Main Duties

- To work with staff to ensure that the lunchtime runs efficiently and smoothly.
- To supervise pupils, in the dining hall, school premises, and playground, making sure that all school health and safety procedures are followed.
- Support pupils to behave well and respect each other and school equipment by adhering to school behaviour policies.
- Teach pupils to follow lunchtime routines, including washing of hands, using good table manners and taking responsibility for collecting their lunch and tidying their dinner space.
- Supervise the eating of lunch, encouraging pupils to eat their meals safely and independently.
- In the event of spillage, to take necessary action immediately, to avoid possible accidents.
- Organise play and leisure activities on the playground and indoors during inclement weather supporting pupils to develop favourite skills, learn new games and socialise with peers successfully.
- To set out and return play equipment daily.
- To ensure that children are supervised at all times (including transitions between the playground, dining room, classrooms and other areas of the school premises)
- In the event of any injuries to a pupil to refer, in the first instance, to a school first-aider (minor injuries), or for more serious injuries to ensure school procedures are followed.

- In the event of any pupil sickness to clean the pupil and the affected area and refer the pupil to the school office.
- Ensure any relevant information or concerns relating to pupils are relayed to appropriate staff members before leaving the school premises.
- Undertake job related training as necessary.
- Report immediately to the School Secretary or Headteacher any accident or near miss that presents a risk to the health and safety of staff or children. Enter any accidents in the school incident book allocated for this purpose.
- To undertake any other broadly similar duties at the absolute discretion of the Headteacher.

The post holder will be required to safeguard and promote the welfare of children and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.