



JOB DESCRIPTION – MID-DAY SUPERVISOR

Hours: 12.00 pm to 1.30 pm, Monday to Friday [Term time only]

Grade: Grade C, Points 8 to 10

Disclosure Level: Disclosure Barring Service – Enhanced Certificate

Midday Supervisors are an essential part of the staff who take care and manage the students during school lunch period.

The responsibilities vary depending upon the position – but they include: -

- Managing student flow in the queues into the dining area.
- Encouraging students to leave their place tidy and free of litter.
- Ensuring students stack trays and cutlery in the appropriate place.
- Supervising student behaviour in the Dining Area or Hall and other areas of school.
- Supervising entrances to the school building and allowing only authorised access at the agreed times.
- Supervising student behaviour out on the field.
- Reprimanding students for minor instances of poor behaviour.
- Reporting to the Leadership Team major instances of bad behaviour [including deliberate leaving of the site].
- Preparing the dining room, putting out tables.
- Sweeping up, cleaning tables and tidying up the dining room.

Midday Supervisors are responsible for the students during the lunch hour. They must be familiar with the following situations so that they can guide / instruct the students accordingly:

- a) Fire Drill.
- b) Seeing strangers upon the site.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Report misuse of incidences of misconduct.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post subject to Enhanced DBS (CRB) Disclosure. The Coleshill School is an equal opportunities employer.

I accept the terms and conditions of the Job Description.

Signed: _____

Print Name: _____

Date: _____