

**BASSINGHAM PRIMARY SCHOOL
JOB DESCRIPTION**

JOB TITLE: Midday Supervisor

JEM Number 01-102

REPORTS TO: Deputy Headteacher

1. PURPOSE OF JOB:

To be responsible for the supervision and welfare of children during the midday break.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

To be responsible for the supervision of children in all areas of the school during the midday break and maintain discipline and a calm atmosphere.

To encourage the children to use cutlery, excellent table manners and enjoy their lunch.

Deal with accidents and problems of discipline and reporting serious incidents to the Senior Leadership Team as soon as possible.

To actively encourage the children to play games together and ensure solitary children are nurtured to join in games and activities.

To undertake administration duties in connection with the midday break, e.g. accident report forms, catering records

Report problems and issues with the food to the school office.

Undertake training for Food Safety and First Aid.

To prepare room(s) for dining, including setting out tables and chairs.

Serving meals and serve water where required.

Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers, clean dining area and litter pick as required.

To attend to accidents and minor first aid in accordance with school procedure and guidelines on accidents and their treatment

3. MANAGEMENT OF PEOPLE

None

SUPERVISION OF PEOPLE

Supervision of pupils during the school lunch period.

4. CREATIVITY AND INNOVATION

Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager.

5. CONTACTS AND RELATIONSHIPS

Contact with Deputy Headteacher, school employees, and pupils there may be occasional contact with parents and visitors to school.

6. DECISIONS

a) Discretion

Working within clearly defined procedures, generally discretion is made within a range of set alternatives.

	<p>b) Consequences</p> <p>Child centered and impacts on activities during lunchtime period.</p>
7.	<p>RESOURCES</p> <p>Little or no responsibility for physical resources e.g. children's personal possessions.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Interruptions are intrinsic to the role but cause no major change to the overall task.</p>
	<p>b) Physical Demands</p> <p>Physical effort necessary to move furniture, assisting children to get lunch, cutlery, plates etc.</p>
	<p>c) Working Conditions</p> <p>Subject to moderate amounts of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.</p>
	<p>d) Work Context</p> <p>Post holder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>No formal qualifications required. Demonstrate experience if appropriate interaction with children.</p>
10	<p>GENERAL</p>

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]