

The Bemrose School

Midday Supervisor Primary Phase – Scale 1

Job Description

Hours: 2 hours and 20 minutes per day.

Managed by: Senior Midday Supervisor

Key Generic Purpose

The post holder will:

- Ensure an orderly lunchtime
- Promote and safeguard the welfare of children.

Job Description

1. To be responsible to the Headteacher for the supervision of children throughout lunchtime breaks; and for five minutes before and after the break
2. Supervision of orderly queues waiting to receive hot dinners in the dining hall
3. Supervision of the dining hall and reporting any inappropriate behaviour, issues with packed lunches, concerns over the amount of food consumed by a pupil or any other concerns regarding safeguarding to the Senior Midday Supervisor
4. Supervision of all areas both inside and outside as per rota duty given out by Senior Midday Supervisor
5. During wet play follow the duty rota and instructions given by the Senior Midday Supervisor. Ensuring the pupils are safe and supervise wet play activities
6. Keep the dining hall in a clean and tidy state during the pupils different lunch slots
7. Ensure the pupils come into school for their dinnertime slot in an orderly and calm manner
8. Leave the dining hall in a tidy condition at the end of lunchtime
9. Checking to see that all pupils return to the classroom at the end of lunchtime and pass on any information about incidents or concerns during lunchtime to the class teacher and senior midday supervisor
10. Setting out tables and clearing tables away.
11. Carry out other duties as required.