



**THE GREEN SCHOOL  
TRUST**

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**Job Description**

<b>Job Title:</b>	<b>Midday Supervisor</b>
<b>Grade:</b>	<b>Scale point 1</b>
<b>Hours:</b>	10 hours per week, 38 weeks per year (12.00pm - 2.00pm)
<b>Line Manager:</b>	Assistant Headteacher
<b>Team Membership:</b>	The Green School for Boys Support staff
<b>Supervisory Responsibility:</b>	none
<b>Home School:</b>	TGSB

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**Purpose of the Job**

To ensure students feel safe, secure and happy during their lunch break whilst maintaining a clean and orderly environment in the dining hall and recreation area.

**Main Functions:**

1. responsibility for the supervision of students throughout the midday break in the dining hall
2. supervision of lunch queues and the recreation areas on rotation
3. talking to the students, building positive relationships and role modelling good manners and etiquette
4. reporting any inappropriate behaviour
5. following the school's Code of Conduct
6. encouraging social skills and good table manners
7. encouraging the inclusion of isolated students
8. cleaning up spillages and requesting children to pick up their litter
9. administering appropriate first aid within the capabilities of the individual's expertise and to call expert medical advice where necessary

10. ensuring that children are kept safe at all times in accordance with Child protection and Safeguarding Policy
11. Setting up and clearing away the table & seating units
12. Sweeping the floor and leaving the hall clean for other activities after use
13. adhering to the school policies
14. carrying out reasonable instructions by duty staff and Head of School

**General accountabilities:**

1. To ensure confidentiality of all information is maintained at all times
2. To undertake other tasks as directed by the Line Manager.
3. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. To be aware of and support difference and equal opportunities for all.
5. To contribute to the overall ethos of the school.
6. To participate in training and other learning activities and performance development as required.

**The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.**

**Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.**

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations May 2018

**Equal Opportunities**

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

## **Safeguarding Children**

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education" September 2020

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

## **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed September 2021