Job Description ~ Midday Supervisor

General Information

Each Midday Supervisory Assistant will be allocated areas and children for whom (s)he will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each supervisor looks after a specific group or area each day, they must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room, the playground or field and / or areas of the school used during the dinner break, including areas where children wait and queue for their meal. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period, which should be pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times, sensibly and quietly.

The Midday Supervisory Assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor, the School Administrator or the Headteachers.

Duties

These will be allocated by the School Administrator and / or the Senior Midday Supervisor in accordance with the scheme of midday Supervision for the school and will include assisting:

Supervision of Dining Areas

- Control queues to dining areas.
- See that the overall arrangement for the children to dine, promotes an orderly and pleasant meals service.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dustpan and brush can be obtained easily, if required.
- See that trays are not left in dangerous positions and are wiped where necessary.
- Supervise return of used crockery and cutlery by the children.
- Ensure that the pupils leave the tables clean for the next occupant.
- See that the dining areas are left in a satisfactory condition.

Supervision of Dining Areas

- Arrange your supervision so you move around amongst the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.
- Try to avoid child hurting themselves or damaging property.

General

- Be aware of any confidential information given out by the school.
- Be aware of any information from the children regarding child protection.
- Undertake any training that may be required.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
- This job description may be amended at any time but only after discussion with you and will be reviewed annually.