



Job Title: **Midday Supervisor**
Contract: **Permanent, term time only**
Salary: **Kent Range 3**
Hours: **Part-time, 5 hours per week (1.5 hours each day)**
The lunch time period is 12:30–13:30, you would be required to work 15 minutes each side of this.
Responsible to: **Senior Leadership Team**

Purpose of the job

- Supervise students during the mealtime period to minimize any disruption, so that all students are safe, cared for and have an enjoyable and sociable lunchtime.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

Key duties and responsibilities

The duties of the Midday Supervisor will include:

- Supervising students in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Establishing safe and appropriate behaviour by effective intervention or referral to senior staff.
- Ensuring students enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain the safety and well-being of all students.
- Ensuring students eating meals are seated in an orderly fashion to maintain safety and well-being of the students.
- Assisting the students, as necessary, during the meal break to ensure their well-being.
- Assisting students, where necessary, with the collection of food and return of trays, or other items to the service counter.
- Assisting in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- Ensuring that, once meals are finished, the dining area is wiped down etc. and left in a clean and tidy manner to maintain a clean and tidy environment.
- Operating, where applicable, a first aid service, during the mealtime to deal safely and quickly with any accidents that occur.
- Completing any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Putting out tables (where applicable).
- Reporting any unauthorised visitors on school premises.

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. Cooperate with the employer on all issues to do with Health, Safety and Welfare.
3. Support the school's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

While every effort has been made to outline the main responsibilities of the post, each individual task undertaken may not be identified. The Midday Supervisor would be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job profile.

Person specification

The following outlines the criteria for this post.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • English qualification – GCSE Grade C+ or equivalent. • First Aid qualification or willingness to obtain.
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of one years' experience working within a school. • Knowledge and experience of policies and procedures in relation to child protection, health, safety, security, equal opportunities and confidentiality.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to communicate with students during midday breaks e.g. to encourage healthy meal selection, oversee lunchtime activities. • Ability to recognise and deal with emergency situations. • May need to be able to handle small sums of cash. • May require knowledge to enable the post holder be responsible for the safe use of equipment.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of school procedures for supervision of students during midday break and lunchtime activities where applicable.