



The Fernwood School

High Achievement with Care & Discipline for All

JOB DESCRIPTION

MIDDAY SUPERVISOR



Job Title: Midday Supervisor

Salary Grade: F1-1 – F1-4

Reports to: Head of Operations

Responsible for: No Staff Responsibility

Main Purpose: The postholder will be part of a team that is responsible for supervising pupils and the school premises during the lunchtime break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Principal Duties and Responsibilities

- 1 To set up and put away the tables, chairs and other equipment needed for eating in the lunch areas.
- 2 Supervise pupils behaviour, which may be in the dining halls, school corridors, playgrounds or other school areas as directed.
- 3 Manage the lunchtime queues and pupils' entrance and exit from the lunch area in an orderly manner.
- 4 Make sure children tidy up after themselves in the lunch areas.
- 5 Clean up any food and water spillages and undertake cleaning of dining areas when pupils lunch period has finished.
- 6 Observe pupils and the environment and take action to minimise any identified health and safety risks. Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's policies.
- 7 Be aware of and support pupils with medical / dietary needs.
- 8 Promote the school's policy around healthy eating to pupils.
- 9 Tend to pupils who are sick or injured, ensuring they receive appropriate medical attention, and report any accidents.



- 10 Feedback concerns relating to pupils' health and safety to a senior member of staff.
- 11 Be aware of responsibilities under child protection legislation, and report concerns to a senior supervisor or the head teacher
- 12 Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



Person Specification

- Experience:**
- Working with children or young people is desirable
 - Experience of working in a school or similar role is desirable
- Qualifications & Training:**
- First Aid qualification is desirable
- Skills & Knowledge:**
- Ability to respond quickly and effectively to issues that arise
 - Ability to use own initiative and take action accordingly
 - Effective communication with adults and children
 - Ability to follow instructions from senior team members
 - Working knowledge of cleaning practices is desirable
 - Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies
 - Ability to build effective working relationships with colleagues
- Personal Qualities & Attributes:**
- Commitment to safeguarding, equality, diversity and inclusion
 - Warm and positive attitude
 - Remaining calm during busy or challenging situations
 - Physically able to set up equipment, stack chairs and clear tidy tables away
 - Enthusiastic and flexible
 - Commitment to supporting and understanding pupil needs
 - A willingness to promote the school's ethos and values
 - Maintain confidentiality at all times
 - Ability to smile when things don't quite go according to plan