



## Job Description

### Midday Supervisor

#### Coddington C of E Primary & Nursery School

#### Salary and Hours

Grade: NJE Grade 1 – SCP 2

Salary: £4,741 pro-rated amount (Full time equivalent £21,930)

Hours: 8 hours per week (1.6 hours a day Monday to Friday) – Term time only

#### Role Description

**Daily Direction from: Office Manager**

**All Support Staff are managed overall by the Head Teacher**

#### Main responsibilities

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.

#### Key Responsibilities

- Supervise pupils in the dining hall
- Control queues to dining areas
- Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meal service
- Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary
- Supervise return of used trays, crockery and cutlery by the children
- Ensure that tables are left clean for the next occupant
- Ensure dining areas are left clean and tidy
- Assist as required to relieve any 'bottle necks'
- Supervision to allow movement amongst the children within the area covered
- Ensure acceptable standards of behaviour are maintained
- Minimise the likelihood of children hurting themselves, others or damaging property
- Supervising pupils in classrooms during bad weather
- Any other duties which 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, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures



- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend first aid and safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- Provide First Aid for pupils during dinner time (only for first aid trained members of staff).

## **Additional responsibilities**

- Undertake any other duties which 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.

## **Health and Safety:**

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## **General**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_