

# APPLICATION PACK



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<b><u>Document type</u></b>	Job Description and Person Specification
<b><u>Job role</u></b>	Midday Supervisor
<b><u>Document agreed</u></b>	March 2026

## JOB DESCRIPTION

Post Title: <b>MIDDAY SUPERVISOR (PRIMARY)</b>	
Department: <b>CHILDREN'S SERVICES</b>	Establishment/Post No:
Division/Section: SCHOOLS	Post Grade: 3
Location: Millwood School	Post Hours: 8.75 per week 11.45-1.30pm Monday-Friday term time only.
Special Conditions of Service:	
Purpose and Objectives of Post: To secure the safety, welfare and good conduct of pupils during the mid-day break period.	
Accountable to: The Governing Body, Head Teacher	
Immediately Responsible to: Safeguarding and attendance lead, headteacher	
Immediately Responsible for: N/A	
Relationships: (Internal and External)  Governors, Head Teacher, staff, pupils.	
Control of Resources:	

Duties/Responsibilities:

- To supervise young children with additional needs during the lunchtime period.
- To follow feeding plans and personal care plans as appropriate.
- To supervise the children in the dinner hall or deliver meals to classes.
- To supervise and control the behaviour of pupils whilst they eat their meals and in the playground.
- To lead and supervise play activities for children
- To wipe spillages on the floor and tables incurred during the meal.
- Be aware of emergency procedures e.g. fire drill and know what action to take.
- Supervise children in designated areas other than the playground during bad weather.
- Report all accidents and incidents to the designated member of staff as required by the school.
- To follow all school policies, procedures and risk assessments including but not limited to safeguarding, health and safety, data protection and COVID.
- Ensure the safety, welfare and good conduct of pupils at all times.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

**BURY COUNCIL**  
**CHILDREN'S SERVICES**

**PERSON SPECIFICATION**  
**MIDDAY SUPERVISOR**

<b><u>ASSESSMENT METHOD</u></b>	<b><u>SHORT-LISTING CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
Application / Interview	Ability to supervise and assist pupils during lunchtimes.	✓	
Application / Interview	Ability to control the behaviour of pupils while they eat their meals and in the playground.	✓	
Application / Interview	Ability to communicate with and engage with pupils with additional needs	✓	
Application / Interview	Ability to lead play activities with children.	✓	
Application / Interview	Ability to work within in team.	✓	
Application / Interview	Ability to follow individual feeding, care and behaviour plans.	✓	
Application / Interview	Ability to attend to minor accidents and report to the Class Teacher or Head Teacher as required.	✓	
Application / Interview	Ability to follow personal care plans, delivering personal care where appropriate.	✓	
Application / Interview	An awareness of emergency procedures e.g. fire drill.	✓	
Application / Interview	To follow all school policies, procedures and risk assessments including but not limited to safeguarding, health and safety, data protection and COVID.	✓	
Application / Interview	Willingness to attend training and professional development activities.	✓	