

Mid-Day Supervisor

Job Description

Normal place of work: Holcombe Brook Primary School, although you may be required to work at any other school within the Trust.

Responsible to: Headteacher and Deputy Headteacher

PURPOSE OF THE POST

- To secure the safety, welfare and good conduct of all pupils during the mid-day break period

DUTIES AND RESPONSIBILITIES

Special conditions of service

- Safeguarding training to be completed every year and First Aid training every two years

Control of Resources

- Responsible for playtime equipment (in and outdoors) and for photocopying wet play resources
- Responsible for cleaning pupil tables after use
- Responsible for replenishing any first aid resources used each day

Duties/Responsibilities

- Supervise the pupils whilst they use the toilets and wash their hands
- Help the pupils to enter and leave the hall
- Supervise the pupils eating dinner or packed lunch
- Be aware of any pupils with dietary needs/requirements / allergies
- Cut up food and show the pupils how to use their cutlery, if necessary
- Ensure the pupils are not left unsupervised in the hall, playground or toilet area
- Lead games/activities outside with groups of children
- Wipe spillages on the floor and tables incurred during the meal
- Set up and/or put away outdoor play equipment
- Be aware of emergency procedures e.g. fire drill and know what action to take
- Supervise the pupils in the classroom during bad weather
- Read with pupils for 15 minutes everyday
- Report all accidents and incidents as required by the school and carry out any simple first aid procedures in accordance with training received

Employees of the school have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

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)

Mid-Day Supervisor Person Specification

CRITERIA		Experience and Skills: On their application form, candidates will demonstrate that they have the following experience and skills:
ESSENTIAL	DESIRABLE	
• Ability to supervise and assist pupils during lunchtimes • Ability to control the behaviour of pupils while they eat their meals and whilst they are in the playground • Commitment to safeguarding of children and willingness to undertake safeguarding training	• An awareness of emergency procedures e.g. fire drill	