**Elmhurst Junior School**

**Midday Supervisor Job Description**

Elmhurst Junior School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

**Salary:** Grade 16 point 2

**Hours:** 7.5

**Contract type:** Permanent

**Reporting to:**

Senior Leadership Team

**Main purpose**

A midday supervisor will be part of a team that is responsible for supervising pupils and the school’s premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

**Duties and responsibilities**

**Supervision**

* Supervise pupils in in the lunch area, playground and classrooms (for wet play)
* Encourage pupils to eat their lunch and monitor those who don’t, reporting any concerns to the class teacher
* Monitor pupils that aren’t engaging in play and feed back any concerns to class teachers
* Overseeing the use of School Grid for pupils to select their lunch time food choices
* Serving pupils hot and cold food during lunchtime sessions ensuring pupils receive the correct portions

**Organisation**

* Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
* Manage pupils’ entrance and exit from the lunch area in an orderly manner
* Clean up food and water spillages
* Ensure food is stored and served at the correct temperatures
* Ensure food protocols are followed and record of hygiene routines are maintained accurately

**Health and safety**

* Observe pupils and the environment and take action to minimise any identified health and safety risks
* Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
* Record details of incidents in line with the school’s reporting procedures
* Be aware of and support pupils with medical/dietary needs
* Promote the school’s policy around healthy eating to pupils
* Feed back concerns relating to pupils’ health and safety to a senior member of staff
* Ensure food is served and stored at correct temperatures
* Ensure pupils with food allergens are served the correct food in line with their dietary requirements
* Ensure kitchen area is cleaned and maintained to the highest hygiene standards

**Behaviour**

* Report any incidents of serious misbehaviour to the relevant staff member, in line with the school’s behaviour policy
* Take necessary action to minimise disruption and harm to pupils, in line with the school’s behaviour policy
* Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
* Follow any directions from class teachers on supporting specific pupils with challenging behaviour
* To be respectful when hearing the pupils voice in relation to incidents and be a supportive facilitator to supporting pupil communication and resolution of issues

**Play**

* Organise play activities to encourage pupils to play and make use of play equipment
* Offer educational instruction where needed to help pupils to share play equipment
* Help to resolve issues between pupils during play activities
* Be a proactive member of Opal Play

**Safeguarding**

* Make sure pupils remain within the correct areas of the school site during the lunchtimes
* Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals
* Be aware of how to report low level concerns in relation to adults at EJS
* Understand and follow the school’s safeguarding policy and how to report concerns to the DSL team
* To read the latest publication of Keeping Children safe in Education and understand that safeguarding pupils is the responsibility of everyone at Elmhurst Junior School

**Other areas of responsibility**

* Read and follow the relevant school policies
* Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Person specification**

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| --- | --- |
| CRITERIA | QUALITIES |
| **Qualifications  and training** | * First aid training (or willingness to complete it) * Food Hygiene Training * Opal Play training |
| **Experience** | * Working with children or young people * Working and collaborating within a team * Serving food/ food hygiene |
| **Skills and 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 * 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** | * Commitment to supporting and understanding pupil needs * Uphold and promote the ethos and values of the school * Maintain confidentiality at all times * Commitment to safeguarding, equality, diversity and inclusion |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

If you don’t have all of the experience listed above but are interested in applying, contact the office manager: office@ejsch.co.uk

**Last review date:** 23/10/24

**Next review date:** 23/10/28

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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