

Enmore Church of England Primary School



Job Description: Mid-Day Supervisor

Job Title: Mid-Day Supervisor

Salary: £24,413 pro rata (£12.65/hour)

Hours/week: The role offers between 1.5 and 2 hours of work per day, across 4–5 days a week. Specific days and timings will be discussed at interview.

Responsible to: Deputy Head

Job Purpose:

- To supervise the pupils in the dining hall, outdoors and classroom during the lunchtime period

Main Responsibilities and Duties:

- Prepare the Dining Hall and outdoor area for lunch service and play
- Supervision of lunch provision, table manners & lunchtime play
- Supervision and support of a variety of activities of outdoor/classroom play depending on weather conditions, so pupils can enjoy their lunchbreak and are productively occupied.
- To have high expectations of pupils and promote teamwork and co-operation through play activities.
- Implementation of relevant measures in Risk Assessments
- Encourage the children to take part in structured play activities and take part as appropriate.
- Look after the safety and welfare of the pupils.
- Make sure that the pupils are having an enjoyable and fulfilling time.
- Try to avoid children hurting themselves or damaging property by reminding them of the areas they can play and the playtime rules.
- Ensure acceptable standards of behaviour are maintained, recording any relevant incidents or refer to the head/class teacher as appropriate.
- Supervise the lining up of classes at the end of lunch and remain with them until the teacher collects them.

Supervision of the Dining Hall

- Supervision of pupils waiting to eat in the dining hall.
- Supervision of handwashing prior to meals
- Overseeing the children's behaviour whilst they eat their meal, providing drinks upon request and helping to maintain a calm atmosphere.
- Ensure that any spillage is removed quickly.
- Oversee the return of used plates/cutlery by the children.

- Clean tables/chairs at the end of the session and return to the store.

First Aid

- As a mid-day supervisor you will have access to basic first aid equipment to treat minor injuries, treatment should be recorded in the accident book.
- Every child who has a bump on the head needs a “head bump” letter irrespective of the severity.
- In the case of serious injuries or where you require a further opinion refer the matter to one of the first-aiders, Deputy Head or Headteacher
- Report any child welfare/safeguarding or disclosures a child makes directly to the headteacher or deputy head or school business manager in their absence. Do not quiz the child further – the matter will be dealt with using the school safeguarding procedures.

Other Roles

- Contribute to the overall ethos, aims and work of the School.
- Be aware of and comply with the School’s policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- Seek to establish and maintain good relationships with all pupils, parents/carers/colleagues and other professionals.
- Be a role model for pupils in terms of one’s own dress, language, time keeping and personal demeanour, in line with the staff handbook.

General

Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Please note that all holidays must be taken during the school holiday period and wherever possible medical appointments etc. should be made outside school time.