

| Job Description  |                                      |                    |
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| Title<br>MIDDAY SUPERVISOR<br>Grade 1 scp 4 - 8  | School:<br>Brooklands Primary School | Post Ref<br>Midday |
| Job Purpose<br>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 breakfast & after school club and school lunch breaks.  |                                      |                    |
| Key Responsibilities   |                                      |                    |
| <ol style="list-style-type: none"><li>1. Supervise pupils in the dining hall</li><li>2. Control queues to dining areas</li><li>3. Where required, mark register, issue and collect tokens</li><li>4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service</li><li>5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary</li><li>6. Supervise return of used trays, crockery and cutlery by the children</li><li>7. Ensure that tables are left clean for the next occupant</li><li>8. Ensure dining areas are left clean and tidy</li><li>9. Assist as required to relieve any 'bottle neck' at the cash till</li><li>10. Arrange supervision to allow movement amongst the children within the area covered</li><li>11. Ensure acceptable standards of behaviour are maintained</li><li>12. Minimise the likelihood of children hurting themselves, others or damaging property</li><li>13. Supervising pupils in classrooms during bad weather</li><li>14. 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</li><li>15. 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</li><li>16. 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</li><li>17. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</li></ol> |                                      |                    |

**Person Specification****Education and Knowledge**

Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons

**Experience**

Previous experience of working with children is preferable but not essential.

**Personal skills and general competencies**

- Interpreting straightforward instructions and resolving straightforward issues or problems that may occur as part of routine duties e.g. dealing with an upset child, dealing with unruly behaviour, clearing bodily fluids and food spillages and using the correct cloth for spillages
- Conversing with others regarding personal or detailed information e.g. contacting senior member of staff regarding a pupil's welfare, report to class teachers any incidents that they should be aware of, encouraging all pupils to eat especially those with special needs or disabilities
- Use of hand/eye coordination to co-ordination to clean surfaces and use play equipment
- Some initiative is required to deal with identifiable/routine issues with supervisory support available when areas of difficulty are faced e.g. dealing with sickness, toileting problems and providing basic first aid to pupils, identifying on-routine pupil behaviour and reporting as appropriate
- Walking, bending, stretching, lifting, moving and handling furniture and equipment form a regular part of the job e.g. helping to clear tables and wipe spillages, stacking and moving tables and chairs as required, clearing away plates and cutlery, walking and standing to supervise queues/dining arrangements and outside areas
- Duties require typically medium periods of concentration (1-2 hrs) some work related pressure from interruptions to planned work e.g. sensory awareness of challenging behaviour/actions of pupils, writing incident reports, completing the accident book when necessary
- Working on an ongoing basis with children, some of whom have short or longer term emotional, behavioural, additional or special health needs. Duties are likely to require the job holder to deal with individuals whose circumstances may leave them feeling upset, aggrieved, angry (people related behaviour, including any form of verbal abuse and aggression from people is covered under the Working Conditions factor)
- Provision of security, safety and well-being of pupils in the school