



## **JOB DESCRIPTION – MIDDAY SUPERVISOR**

<b><u>Post:</u></b>	Midday Supervisor
<b><u>Contract:</u></b>	Fixed Term to 31 July 2020
<b><u>Hours per Week:</u></b>	6.25 Hours per week (12.00-13.15), Term Time Only
<b><u>Grade:</u></b>	GCC Grade 2 - £18,198 full time equivalent

### **General Duties & Responsibilities**

- Supervision of hand washing and toilets.
- Supervision of the children between the school and dining room and, where distance or weather conditions make it necessary, assisting with the putting on of coats and hats.
- Supervision of the entry of children into the dining room and their behaviour in it.
- To promote the routines in the dining room and use influence to maintain it at all times.
- Encourage the establishment of good eating habits and acceptable table behaviour, including the training of young children in the proper use of knives/forks/spoons and airline tray service method.
- Be supportive and encourage pupils, in particular new intake and infants, with regard to the School Catering Services policies towards a healthy diet for children in schools.
- Bring to the attention of the Catering Supervisor and/or the Headteacher, any particular problems with regard to any individual pupil's eating habits.
- Supervision of pupils returning trays, cutlery & beakers to clearing points.
- Clearing up 'spills' in the dining area, in conjunction with the School Catering staff, in order to maintain a safe environment for the pupils.
- Ensuring that children staying at school for the mid-day meal do not leave the school premises without the permission of the Headteacher or one of his/her staff.
- Supervise the safety, conduct and management of pupils whilst on the playground or in the classroom, depending on weather conditions.
- To attend whole school staff meetings when appropriate.
- To attend such courses as the Headteacher advises.
- To monitor the use, storage and care of playtime equipment.

- To communicate with all members of staff.
- To undertake extra duties when directed by the Headteacher.
- To attend occasional meetings of mid-day supervisors.
- To be appraised annually.
- To help put out tables, clean and clear dining hall and put away tables where necessary.
- Responsible for keeping overall laundered regularly and in a good state of repair (when an overall is provided by the School).

Protective clothing is the property of the school and must be handed in when the mid-day supervisory assistant leaves the service.

**Qualifications / Experience**

No specific qualification required.

Hope Brook C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check.