



## **JOB DESCRIPTION – MIDDAY SUPERVISOR**

**Post:** Midday Supervisor  
**Contract:** 1 Year Fixed Term  
**Grade:** GCC Grade 2 - £17,711 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.