



Job Description



NAME

Post: Midday Supervisor

Grade: SCP 10

Responsible to: (Senior Leader)



Purpose of the Post: Responsible under the direction of a senior leader, individually or as a member of a team, for securing the safety, welfare and good conduct of the children and follow the practices and procedure of the School and Local Authority.



Duties and Responsibilities:

1. The supervision of the pupils in the dining hall, playground areas and school premises and may include associated duties.
 - Cleaning up spillages
 - Ensuring tables are clean and clear
 - Supervising washing of hands and to assist and train children in their feeding and good table manners
 - Record and report all accidents and incidents to the class teacher or person responsible for class and to a first aider for a head injury or other serious accident.
 - To ensure maintenance of good order and positive discipline.
 - To be actively involved in encouraging playground games.
2. The post holder may reasonably be expected, from time to time, to undertake other duties commensurate with the level of responsibility that may be allocated.
3. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
4. To comply with the School's Whistle Blowing Policy.
5. To comply with the School's comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
6. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.



Post holder signature
Manager's signature
Head teacher's signature
Date

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