

Robins Lane Primary School
Job Description: Midday Supervisor



| | |
|----------------|--|
| Post | Midday Supervisor |
| Salary / Grade | SCP 10 |
| Responsible to | Headteacher or other designated officers |

The post holder will be responsible under the direction of the Headteacher or other designated officer for securing the safety, welfare and good conduct of the children and will follow the practices and procedure of the School and Local Authority.

Duties & Responsibilities

1. The supervision of the pupils in the dining hall, playground areas and school premises. The post will include the following 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.
 - Report all accidents to the designated officer.
 - Ensure maintenance of good order discipline.
2. The post holder may be reasonably expected, from time to time, to undertake other duties commensurate with the level of responsibility that may be allocated.
3. The post holder will comply with the school's Health & Safety Policy and associated safe working procedures and guidelines.
4. The post holder will comply the school's Whistleblowing policy.
5. The post holder will comply with the school's comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
6. The post holder will comply with the school's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within the job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

Aim High
Fly High