

# Sutton Manor Primary School

## JOB DESCRIPTION

**Job Title:** Mid Day Supervisor

**Responsible to:** Headteacher

**Hours of Duty:** 12.00 – 1.00pm (Term Time Only)

**Purpose of Job:** To supervise children in the dining Hall and on the playground attending to their needs as necessary

**Main Responsibilities:**

- To assist children when collecting, eating and clearing away their lunches.
- To clear tables and floors of spillages which may affect the safety of the children
- To carry out all tasks with the Health and safety of the children being paramount
- To supervise children when on the playground.
- To help develop positive relationships on the Play Areas and maintain behaviour according to our School Policy.
- To administer First Aid (at a level which is appropriate to the Mid Day Supervisor's knowledge and ability) and to know when to call upon the abilities of our Named First Aider
- To attend Staff Training sessions where appropriate.
- To carry out other tasks as directed by the Headteacher which are commensurate with the post and grade undertaken.

Signed: \_\_\_\_\_ (Mid Day Supervisor) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_