



### Job Description - Midday Supervisor

<b>Job Title</b>	Midday Supervisor
<b>Job Salary</b>	Bucks Pay 1B6 (£23,297 pro-rated for term-time only & part-time hours, Actual pay £4,555 pa)
<b>Contract Type (FT/Perm)</b>	Permanent
<b>Hours (Part Time/Full Time)</b>	11.30 – 1.15pm Monday to Friday
<b>Closing Date of Application</b>	Midnight Tuesday 20 <sup>th</sup> August
<b>Interviews</b>	Dates to be confirmed

### Line of responsibility

The Midday Supervisor is directly responsible to the School Business Manager.

### Job content

As part of a team, preparing for lunch and clearing the lunch hall, whilst securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the premises and site of the school in accordance with the general instructions of the Headteacher.

### Principal accountabilities

- Setting up and clearing down tables and chairs for lunch
- Supervision of pupils in the dining hall
- Encouraging pupils to eat. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped.
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupils are directed to the appointed First Aider if appropriate.
- Clearing away and sweeping the hall floor after lunch service
- Following and maintaining the school's 'Behaviour Policy'
- Supervision of pupils in the playground and about other school premises, including:
- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.



- Direction of pupils to the playground, active interaction and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary.
- Leading playground games and encouraging 'active' playtimes with participation if appropriate.
- Encouraging friendships, socialising, play etc.
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's values, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of safeguarding.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

If you have any queries or would like to discuss the position please contact Kim Warren on 01296 688799 or [sbm@overstone-wing.org](mailto:sbm@overstone-wing.org).

Please make your application via New Term: [Midday Supervisor application link](#)