



## Job Description

|  |   |                 |          |
|--|---|-----------------|----------|
| <b>Post Title :</b>  | Midday Supervisor                       | <b>Post No:</b> |          |
| <b>Department:</b>   |   | <b>Grade:</b>   | BEXLEY04 |
| <b>Responsible to:</b>   | Senior Midday Supervisor                |                 |          |
| <b>Responsible for:</b>  | None                                    |                 |          |
| <b>Functional links with:</b>  | Pupils, Teachers and other school staff |                 |          |
| <b>Main purpose of the job:</b>  |   |                 |          |
| <ul style="list-style-type: none"> <li>To work under the direct instruction of the Senior Midday Supervisor to provide support for the pupils.</li> </ul>  |   |                 |          |
| <b>Major Duties and Responsibilities:</b>  |   |                 |          |
| <ol style="list-style-type: none"> <li>Securing the safety, welfare and good conduct of pupils during the midday break period.</li> <li>Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties ( i.e. cleaning up spillages, ensuring tables are clean etc ) and ensuring the maintenance of good order and discipline.</li> <li>To work together as a team to ensure children are supervised at all times.</li> <li>To keep children suitably occupied inside the building in the event of bad weather.</li> <li>To encourage the children to behave well by following the school's behaviour policy.</li> <li>To play games with the children on the playground.</li> <li>To carry out minor First Aid, fill in the Accident book and any other necessary paperwork.</li> <li>To report all serious incidents to the School Business Manager and Head teacher.</li> </ol> |   |                 |          |
| <b>Resources:</b>  |   |                 |          |
| <b>Job Activities:</b>   |   |                 |          |
| <ul style="list-style-type: none"> <li>Uses initiative and common sense and is assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order.</li> <li>Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks.</li> <li>Expected to be aware of, and comply with, relevant legislation and codes of practice particularly the Health and Safety at Work Act.</li> <li>Working outside in playground.</li> <li>Toilet areas, off the playground, to be checked at regular intervals to ensure children's safety.</li> <li>Report to the class teacher and Senior Midday Supervisor any children who are consistently not eating their meals.</li> </ul>  |   |                 |          |
| Signed by:   | Post holder:                            | Date:           |          |
|  | Line Manager:                           | Date:           |          |
|  | Job Assessor: ( if required )           | Date:           |          |

## Person Specification

|                             | Essential   | Desirable  |
|-----------------------------|---|--|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Safeguarding certificate</li> <li>• DBS certificate</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid at Work certificate</li> </ul>  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Able to demonstrate ability to work constructively as part of a team.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working / volunteering in a school environment.</li> </ul>  |
| <b>Knowledge and Skills</b> | <ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to supervise young children.</li> <li>• Knowledge of a playground games and activities suitable for young children.</li> </ul>   | <ul style="list-style-type: none"> <li>• An understanding of positive behaviour management techniques.</li> <li>• An understanding of and commitment to equal opportunities for all pupils.</li> <li>• An understanding of basic child protection procedures.</li> </ul> |
|                             | <ul style="list-style-type: none"> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation</li> <li>• Ability to listen to customers and understand their needs</li> <li>• Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul>  |