

HURST PRIMARY SCHOOL

Job Description – Mid-day Supervisor

General Duties

- To follow the school guidelines and policies and the instructions of the Head Teacher / Line Manager
- To be aware of the safety procedures and take appropriate action in an emergency situation to ensure the well being of the children
- To maintain good discipline and apply the basic school rules firmly and fairly
- To encourage sensible play and behaviour at all times
- To expect to give and receive respect from the children
- To supervise the entrance to the dining hall on a rota basis. To ensure that adequate standards of hygiene are being followed, and to wipe the tables after the first sitting
- To perform basic first aid and to refer more serious injuries to the trained first aiders (administration staff) or the Head Teacher and Deputy Head Teacher
- To ensure that all head injuries are entered into the special book, and pupils to receive a note for their parents
- To be prepared to clear up any personal accidents, eg sick, urine etc
- To inform the Head Teacher or Deputy Head Teacher of any serious misdemeanour and to keep a written record of these.
- To ensure that anything that happens in school is not discussed with parents outside
- To be willing to undertake appropriate training following discussion with the Head Teacher / Line Manager
- To meet with the Line Manager once a term to discuss progress at lunch times (Head Teacher / senior member of staff).