

Job Description			
Job Title:	Midday Supervisor	Job Category:	Support
		Grade:	BEX04
Responsible to:	Principal/Line Manager		
Responsible for:	N/A		
Functional Links with:	Pupils and teaching staff		
Main Purpose of the Job:			
To be responsible for the safety and welfare of children during the school lunch-time break.			
Major Duties & Responsibilities:			
<div>1. Reporting to the Principal or senior midday meals supervisor any serious incident occurring during the midday break.</div> <div>2. Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.</div> <div>3. Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.) and ensuring the maintenance of good order and discipline.</div> <div>4. Completing any necessary paperwork.</div>			
Job Activities:			
<div>• 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.</div> <div>• Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks.</div> <div>• Expected to be aware of, and comply with, relevant legislation and codes of practice particularly the Health and Safety at Work Act.</div> <div>• Working outside in playground.</div>			
Last Updated By:	HR	Date:	May 2020

Person Specification		Essential / Desirable
Qualifications		
First Aid qualification		D
Experience		
Experience of supervising children		E
Knowledge & Understanding		
Ability to organise and knowledge of age-appropriate lunch-time activities and games which promote positive interaction and behaviour for small groups of children		E
Positive behaviour management strategies		E
Encourage high standards of behaviour at all times		E
Knowledge and understanding of managing groups of children		D
Knowledge and understanding of the value of constructive play / child development and social interaction		D
Skills & Abilities		
Proficient ability in speaking, writing, and reading English with confidence and accuracy, using vocabulary appropriate to the situation, and without a great deal of hesitation		E
Ability to work independently and as part of a team		E
Ability to deal with incidents calmly		E
Ability to supervise children fairly		E
Ability to maintain accurate, factual record-keeping		E
Ability to recognise behaviour giving cause for concern and inform appropriate staff		E
Ability to respect confidentiality		E
Personal Attributes		
Motivation and a commitment to working with children		E
Flexible to enable a responsive service at all times		E
Good interpersonal skills		E
High levels of enthusiasm		E
Empathetic, Patient, Tolerant, and Respectful		E
Creative and Resourceful		E
Organised		E
Last Updated By:	HR	Date/Time: June 2025