



LUNCHTIME HALL/PLAYGROUND SUPERVISOR

Purpose of the Job

1. To care for the pupils' welfare.
2. To encourage and develop the pupils' social skills
3. To further the education of the children.
4. To make lunchtime a safe, enjoyable and positive experience.

MID-DAY MEALS SUPERVISOR - Main Activities and Responsibilities

Duties are always to be carried out within the agreed policies and ethos of the school.

1. Supervise and control pupils during the mid-day break, in the dining areas, about the school buildings and in play areas, as designated by the School Business Manager.
2. Initiate, support and encourage good play practice.
3. Assist and direct pupils in the dining areas and elsewhere, dealing with incidents of disruptive behaviour/accidents promptly. Refer matters to the School Business Manager when necessary. Any accidents or incidents must be recorded in the Accident/Incident Book.
4. Assist as directed with arrangements for the administration of the taking of meals.
5. Assist in making the mid-day break a social and educational one

MID-DAY MEALS SUPERVISOR

SELECTION CRITERIA

1. To have a good understanding of school's equal opportunities within a school setting.
2. Ability to promote and implement school's equal opportunity policy within day-to-day working practices.
3. Ability to form a good relationship with pupils, staff and parents.
4. Ability to work as part of a team.
5. Ability to relate to pupils, communicate appropriately with them and have an understanding of the educational and social needs of the child.
6. Willingness to undertake Continued Professional Development.

This post is considered to be a customer facing position; as such it falls within the scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out below. These will be applied during the recruitment/selection and probationary stages.



UPTON PRIMARY SCHOOL
Learn and Believe, Aspire and Achieve

Head Teacher : Mrs A Robinson
Deputy Headteacher : Mrs L Bain
Iris Avenue, Bexleyheath, DA5 1HH
T:020 8303 7266
E: admin@upton.bexley.sch.uk
www.upton.bexley.sch.uk

- Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary
- Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation
- Ability to listen to customers (staff and children) and understand their needs
- Ability to tailor your approach to each conversation to be appropriate to the customer (staff and children), responding clearly with fine shades of meaning, even in complex situations

References will be requested for those short listed ONLY and prior to interview. Only those shortlisted for interview will be contacted.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. A six-month probationary period applies to all appointments to the Council. The school is committed to equality and diversity in employment practice and service delivery.

