



ST. JOHN'S C. E. PRIMARY SCHOOL

'Nurturing the potential in everyone'

JOB PROFILE

(Standard Job Description, Skills and Behaviours for the Job)

JOB TITLE	Midday Supervisor
PAY GRADE	KR3
DATE	November 2020

LINE MANAGER – DEPUTY HEADTEACHER

Summary of Job:

Supervise pupils during the lunchtime period to ensure their wellbeing, maintain their safety and promote their enjoyment. Ensure dining hall is kept clean, setting and clearing tables, wiping surfaces, serving pupils' food.

Must be fit and able to lift and carry tables and benches each day.

1. Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for and eating their meal in order to maintain safety and wellbeing of all pupils. Ensure that children receive a school lunch or packed lunch as required.
2. While pupils are eating, ensure pupils are seated in an orderly fashion to maintain safety and wellbeing of the pupils. This includes checking that pupils are provided with a drink (or that they have brought a drink with them) and that a sufficient amount of their meal has been eaten, encouraging them to eat if necessary.
3. Assist pupils, as necessary during their meal to ensure their wellbeing. This may include providing them with an additional drink, helping with spillages, cutting up food and caring for pupils' personal needs.
4. Ensure that plates, trays and cups are cleared from tables in an appropriate manner and tables and benches are sanitised to maintain a clean and tidy environment and to free up space for any further sittings where applicable.
5. Set up and stow away tables and benches according to the current procedure and in co-operation with the kitchen staff. Ensure once meals are finished that all tables in the hall are cleared and wiped down, and the dining area is left in a clean and tidy manner.
6. Work as part of a team to ensure that the dining area is managed effectively; pupils are settled for meals and are supervised in a manner which ensures their safety and wellbeing; problems are anticipated and dealt with promptly; all members of the team contribute equally to tasks required.
7. Supervise pupils' playground activities - initiating appropriate activities and play when necessary, ensuring equipment used i.e. colouring equipment, bats, balls, footballs, etc., are used appropriately to maintain the safety and wellbeing of the pupils

8. To work in a positive partnership with the catering contractors for the benefit of the pupils in the school.
9. Operate a first aid service, including maintaining an accident book, to deal safely and quickly with any accidents that occur.
10. To actively supervise all areas of the space where children are playing or eating to promote good effective relationships between the children, and between adults and children.
11. To recognise and deal with bullying and unacceptable behaviour in accordance with school policies.
12. To keep a special focus on vulnerable children and those flagged as having SEND, ensuring their needs are met at all times.
13. To carry out additional duties as required by the Headteacher from time to time.
<u>Staff & Others Supervised by the Job Holder:</u> <u>None</u>

SIGNED _____ **Date** _____

SIGNED _____ **Head Teacher**