

Midday Supervisor Job Description

Job Title	Midday Supervisor
Responsible to:	Head of School
Responsible for:	No Staff
Functional links with:	Teaching Staff, Pupils, School Office and Kitchen Staff
Main purpose of the role: Responsible for supervising pupils and the school's premises during the midday break to ensure that this time runs effectively and that the safety and welfare of pupils is maintained.	
Main Duties and Responsibilities: Supervision & Pupil Care - Supervise pupils in designated areas including the lunch hall, playground, and classrooms during wet play. - Encourage healthy eating and monitor food intake, reporting any consistent dietary concerns to the class teacher. - Assist younger children with basic needs like opening packaging, cutting up food, and developing good table manners. - Guide hygiene routines, ensuring children wash and dry their hands before and after eating. Hall Organisation & Cleanliness - Set up and pack away dining tables, chairs, and associated lunchtime equipment safely. - Manage hall traffic to ensure children enter and exit the dining spaces in an orderly, calm manner. - Maintain cleanliness by wiping tables and clearing food or water spillages immediately to prevent accidents. Health, Safety & Safeguarding - Scan the environment continuously to minimize potential hazards and health risks. - Provide basic first aid for minor cuts or bruises, and promptly refer major incidents to qualified first aiders. - Log all accidents and incidents strictly in line with school reporting procedures. - Uphold safeguarding rules, ensuring children remain safely on the school premises at all	

times.

Behaviour Management & Social Development

- Promote positive behaviour by encouraging inclusive play, sharing, and mutual respect on the playground.
- Address low-level misbehaviour constructively according to the school's behaviour policy.
- Escalate serious incidents or unresolved behavioural issues immediately to the relevant teaching staff or leadership team.

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within 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 in the person specification. These will be applied during the recruitment/selection and probationary stages.