

Midday Supervisor - Job description

The day to day supervision of each midday supervisor will be exercised by the school administrator. The duties will be allocated by the headteacher and will include the following:

- a) Responsibility to the headteacher for the supervision of the children throughout the midday break.
- b) Supervision of the dining hall/classroom and dealing with any unruly behaviour, if necessary reporting to the head teacher/class teacher .
- c) Supervision of all areas outside where pupils may be playing.(classrooms if wet play)
- d) Checking to see all pupils return to the classroom safely
- e) Leaving the dining hall/classroom in a tidy and clean condition
- f) Carrying out any other instructions given by the headteacher within reasonable falling within the scope of the post

Conditions of Service

In brief:

You are paid monthly by Bank Credit.

You will receive 12 equal payments in the year, including all the school holidays.

Your rate of pay is in line with the nationally agreed rates.

The minimum period of notice you are required to give is 1 month.

The minimum period of notice you are entitled to receive is 1 month.

Lunchtime Procedures

11:45.Arrive in school and set up the tables/chairs for lunchtime

1:15 Finish

Emergency Procedures

You are responsible for

- ensuring the children evacuate the school building safely and assemble in playground.
- registration of pupils in playground in case of fire/emergency during your working hours

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Role is subject to satisfactory DBS check and satisfactory references.