



JOB DESCRIPTION AND PERSON SPECIFICATION

Midday Supervisor

POST:	Midday Supervisor
LOCATION:	Bolsover Church of England Junior School
SCP:	SCP 3 Pt 2 - £12.26 per hour
HOURS:	1 hours 30 minutes per day
ACCOUNTABLE TO:	School Business Manager

PURPOSE OF THE POST

To ensure the security and care of the pupils of the School and to promote their social development during the lunchtime period.

MAIN DUTIES AND RESPONSIBILITIES

- To set up the hall ready for dinner service and clear away after service leaving the Hall in a clean and tidy condition
- To work alongside catering colleagues with the daily meal service
- To supervise pupils during the lunchtime period in the Hall ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline
- Encouraging all pupils to eat especially those with special needs and/or disabilities, being aware of pupils on special or restricted diets for medical reasons from information provided by the School

- Assisting pupils with cutting up food, opening packets, pouring liquids etc where necessary
- Encouraging social skills and good table manners, ensuring safety with knives and forks
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous
- Dealing with any bodily spillages in the dining hall in accordance with infection control procedures
- To ensure the safety and well-being of children providing emotional support where necessary
- To arrange and supervise appropriate activities
- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the School's agreed Health and Safety Procedures
- To ensure all pupils are ready to leave the dining hall in an orderly manner at the end of their lunch break ready for learning
- Have knowledge and experience of working with children
- Willingness to undertake First Aid training and carry out the role of First Aider for any accidents in the dining hall
- Attend meetings with Line Manager, Headteacher and/or Senior Management Team when required
- To be aware of the School's evacuation policy in times of emergency
- Be aware of and comply with Bolsover Church of England Junior School's policies relating to child protection, health and safety, risk management, confidentiality and data protection
- Knowledge of School's behaviour and discipline policies
- Attend relevant courses, training and professional development appropriate to role and responsibilities
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Senior Leadership Team as appropriate

ADMINISTRATION

- Carry out routine administrative tasks associated with the position of Midday Supervisor e.g. completing Accident Reports
- To carry out online training as required by the school or Academy Trust in relation to safeguarding, GDPR or any other relevant issue

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Signed Midday Supervisor:

Date:

Signed Headteacher:

Date:

PERSON SPECIFICATION

PERSON SPECIFICATION – Midday Supervisor

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Current first aid qualification
Experience	<ul style="list-style-type: none"> • Working with children or supervising children either as a parent or a family member. 	<ul style="list-style-type: none"> • Working with groups of children on a voluntary or paid basis.
Knowledge and understanding	<ul style="list-style-type: none"> • Managing the behaviour of groups of children and the value of constructive play opportunities. 	
Skills	<ul style="list-style-type: none"> • Work as part of a group and individually • Work calmly under pressure • Inspire trust and confidence in children • Encourage high standards of pupil behaviour at all times • Recognise behaviour giving cause for concern, and inform teaching staff • Observe the boundaries of the role and respect confidential information • Relate to children on their level • Remain calm in all situations • Support the school's policies and practice in relation to the safeguarding of all pupils. 	
Personal characteristics	<ul style="list-style-type: none"> • Calm • Creative • Empathetic • Organised • Patient • Resourceful • Tolerant 	