


Job Description			
Title MIDDAY SUPERVISOR Grade 1	School: Costock C of E Primary School	Post Ref MSDA Profile Midday 1	
Job Purpose To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during the school lunch breaks.			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Supervise pupils in the dining hall 2. Assist in the general duties involved in the service of the school meal 3. Ensure that any spillage is removed quickly 4. Collecting up dining equipment and delivering to kitchen for washing 5. Ensure acceptable standards of behaviour are maintained 6. Observance of hygiene and safety rules and staff code of conduct 7. Minimise the likelihood of children hurting themselves, others or damaging property 8. Supervising pupils in classrooms during bad weather 9. Supervise pupils in the outdoor play areas 10. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions 11. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures 12. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team 13. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school 			
Education and Knowledge			
Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons			