

BRITANNIA PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

POST: Midday supervisor

GRADE: Grade 2 point 2

RESPONSIBLE TO: Senior Midday Supervisor / School Business Manager

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

There will be some need to interpret information or situations and to solve straightforward problems.

Exchanges orally or in writing varied information with a range of audiences.

Problems will be referred to Senior Midday Supervisor / School Business Manager.

No direct responsibility for supervising others but may involve demonstrating duties or giving advice and guidance to new employees or others.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

The post holder will report to the Senior Midday Supervisor / School Business Manager.

The job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive, and variation can be made by the post holder's line manager and / or School Business Manager

Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

EXAMPLES OF DUTIES AT THIS LEVEL

- Direct supervision of pupils throughout the midday break, i.e. from the end of morning school until the start of the afternoon session. Ensure pupils are actively and safely occupied during playtime.

- Oversee all areas where pupils gather during the lunch break, these may include dining areas, cloakrooms, classrooms and playing field, as appropriate.
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- Provide communication to teachers about pupils' behaviour during midday break either when it gives cause for concern or is exemplary.
- Assist with the induction training of any new midday supervisory assistants when necessary.
- Manual handling of tables and chairs in preparation for dining and after dining. Clean dining areas, including hall floor and classrooms.
- Assist with First aid.
- Within current procedures, look after sick/injured children at the first aid area, attend to needs and complete necessary reporting.
- Duties may be inside or outside.
- Any other related duties as directed by the Senior Midday Supervisor / School Business Manager.

Responsibilities

- To uphold the school policies
- To pursue relevant training to further professional development

The duties and responsibility of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the exiting level of responsibility vested in the post.

Date of Issue

Signed

Principal

Signed

Postholder