

MIDDAY SUPERVISOR
Job Description

JOB TITLE: Midday Supervisor

RESPONSIBILITY TO: Headteacher and Governors

MAIN PURPOSE OF JOB:

The key responsibility is the care, health and safety of the pupils during the dinner break. To work under the instruction/ guidance of the lead midday supervisor to serve hot food and supervise the children with duties as set out below:

MAIN RESPONSIBILITIES AND DUTIES:

General Duties.

- Setting out and putting away tables/chairs or any equipment necessary to serve midday food.
- Completing food hygiene training and carrying out duties following procedures/ instructions.
- Maintaining a clean environment in the school hall by sweeping/wiping of the areas pupils consume their meals.
- Serving hot food to the children
- Washing up crockery and cutlery used for hot school meals
- Caring for and storing safely any equipment used during the lunch time period (this includes equipment available for the children to use).
- During particularly heavy rain or severe weather conditions, supervising in separate classrooms.
- Ensuring that you are familiar with where classroom first aid kits are located.

Care of Pupils

- The key responsibility is for the care, health & safety of pupils during the dinner break.
- As far as is reasonable ensuring all pupils eat and drink a sufficient amount to nourish them during the afternoon session.
- Being aware of pupil activities on the playground, field or adventure playground that may result in accidents or inappropriate behaviour and intervene accordingly in line with the school behaviour policy.
- Ensuring pupils are observed consistently and that you are not distracted by prolonged conversations with other adults or pupils.
- Assisting pupils with appropriate layers of clothing during cold/windy/wet weather or assisting with the application of sun block in the case of strong sun light.

- Ensuring you are familiar with pupils that may have special educational needs or a medical condition that has been notified to the school (this information will already be known by your line manager).

Health Safety & Hygiene.

- Ensuring strict levels of personal and general hygiene are observed in and around food preparation area and the areas that children consume their meals in.
- To maintain along with other midday staff clean & orderly work surfaces in the kitchen.
- Carrying out First Aid if & when required in accordance with the training received.
- Ensuring that any head injuries (or serious bruising/cuts) that have been sustained during the midday break have been clearly communicated to teaching or support members of staff that will be responsible for the individual pupil during the afternoon session. In the case of any head injury it is also vital to ensure both a sticker & letter to the parents/carers has been given to the pupil/staff to take home.
- Keeping clear records in the 'Accident Book' should you apply first aid. In the case of a serious accident an IR1 form will need to be collected from the school office & filled out accordingly.
- Reporting any Health & Safety issue that you notice in the Hall, Playground, Field, Adventure playground to the school office or line manager for attention; take immediate steps should it create possible hazard to pupils in the immediate.
- Always challenging unknown adults that enter site during the lunch time period; I.D. may be requested and visitors escorted/directed to the school office immediately.

Please note that on rare occasions the school may alter the time of the midday break to accommodate school visits or concerts, we will on these occasions with advanced notice request you are flexible regarding exact times of employment.

This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the line manager/ Headteacher.

Signed (Midday supervisor)

Signed.....(Headteacher)

