

RUSHCLIFFE SCHOOL
Job Description

Post: Midday Supervisor

Responsible to: Senior Midday Supervisor

NJE Grade 4 Point 19 (with lunch provided)

Hours: 12.20pm to 1.20pm each day term time only

Each Midday Supervisory Assistant will be allocated areas and pupils for whom they will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each midday supervisor looks after a specific group or area each day they must be prepared to accept a variation if any emergency calls another Midday Supervisor away.

The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the pupils wait or queue for their meal. A good standard of behavior is needed and it is important that this should be maintained throughout the dinner period, which should be a pleasant time for all concerned. The Midday Supervisor must act as a responsible caring adult with the health, safety, and welfare of the pupils always in mind; must show conduct which commands respect; and must see that the pupils behave at all times sensibly and quietly.

The Midday Supervisory Assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Supervisor or the Operations Manager.

Duties:

These will be allocated by the Senior Midday Supervisor in accordance with the scheme of Midday Supervision for the school and will include assisting with:

Supervision of dining areas

1. Control queues to dining areas.
2. Ensure that the overall arrangement for pupils to dine promotes an orderly and pleasant meals service.
3. Assist as required to relieve any 'bottle neck' at the cash till.
4. Ensure that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.
5. Ensure that trays are not left in dangerous positions, and are wiped where necessary.
6. Supervise return of used crockery and cutlery by the children.
7. Ensure all pupils leave the tables clean for next occupant.

8. Ensure that dining areas are left clean and tidy.

9. Supervision outside dining areas

10. Arrange your supervision so you move around amongst the pupils within the area you are covering.

11. Ensure acceptable standards of behaviour are maintained.

12. Try to avoid pupils hurting themselves or damaging property.

General

Undertaking 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.

Signed _____

Date _____

Person Specification

Knowledge

- A basic knowledge of Health & Safety requirements in a school environment

Experience

- Experience of establishing positive relationships with children

Skills & Abilities

- Ability to communicate effectively with young people and adults
- Ability to demonstrate active listening skills
- Ability to empathise with the needs of young people
- Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities
- Ability to work effectively as part of the team

Personal Qualities

- Willingness to participate in training and developmental opportunities offered by the school
- Able to maintain confidentiality on all school matters

Desirable Criteria

- Previous experience of working as a Mid-day Supervisory Assistant or other work involving children or young people.

Signed _____

Date _____