ABBEY ACADEMIES TRUST
BOURNE ABBEY C OF E PRIMARY ACADEMY
JOB DESCRIPTION – MIDDAY SUPERVISOR

Name of Midday Supervisor:

Person to whom midday supervisor is responsible: Midday Coordinator/Senior Midday Supervisor

This job description may be amended at any appropriate time following consultation between the Head of School and the post holder, and will be reviewed annually.

Core purpose of the post
To be responsible to the Midday Coordinator/Senior Midday Supervisor directly, or other designated officer, for the supervision of children throughout the midday break.

Main responsibilities, tasks and duties

- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc to ensure that a positive atmosphere is maintained and escort children between school buildings where necessary
- Where applicable may also be required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate
- Distribute meals and serve water where required
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required

Creativity and innovation
Work carried out within procedures presenting little opportunity for creativity only within the clearly defined role, e.g. a query from a pupil. Queries of a complex nature may be referred to a line manager.

Contact and relationships
The post holder will have contact with Head of School, school employees and pupils there may be occasional contact with visitors to the school.

Decisions

- **Discretion**
  Working within clearly defined procedures, generally discretion is made within a range of set alternatives

- **Consequences**
  Child centred and impacts on activities during lunchtime period

Resources
Little or no responsibility for physical resources e.g. children's personal effects.

Environment

- **Work Demands**
  Interruptions are intrinsic to the role but cause no major change to the overall task
- **Physical Demands**

Possibly, moving/handling furniture, play equipment, assisting children to get lunch, cutlery, plates etc.

- **Working Conditions**
  Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds
- **Work Context**
  Regular contact with pupils; the postholder may have limited exposure to abuse\aggression from pupils, parents and carers

Knowledge and skills
No formal qualifications required. Demonstrable experience of appropriate interaction with children.

Other Duties
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities
The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety
The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.