

## *Job Description*

**Title:**  
**MIDDAY SUPERVISOR**  
**Grade 1 Point 1, £2,675**

**School:**  
**NETHERFIELD PRIMARY SCHOOL**

**Post Ref**  
**MDSA**

**Permanent**

### ***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***

1. Supervise pupils in the dining hall
2. Control queues to dining areas
3. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
4. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.
5. Supervise return of used trays, crockery and cutlery by the children.
6. Ensure that tables/dining areas are left clean for the next occupant.
7. Arrange supervision to allow movement amongst the children within the area covered.
8. Ensure acceptable standards of behaviour are maintained
9. Minimise the likelihood of children hurting themselves, others or damaging property
10. Deal with any accidents/injury, recording on the form provided and notifying the Midday Team Leader/Class Teacher as soon as possible that day.
11. Supervising pupils in classrooms during bad weather.
12. 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