

Midday Supervisor

Job Description:

Working times

Staff normally work between 12 noon and 1 p.m.

Some experienced midday supervisors start at 11.30 a.m. in order to assist with nursery lunches.

Roles & Responsibilities

Tasks during meal times include:

- Helping children who are in difficulties, for example with cutting up food
- Encouraging children to choose healthy options for lunch and explaining the reasons why this is a good idea.
- Helping with use of cutlery/meal trays and encouraging good table manners
- Making sure that behaviour does not become too boisterous or noise levels too high
- Ensuring that children queue in an orderly way while waiting to be served
- Clearing trays, cleaning spillages and wiping tables

Tasks after the meal include:

- Supervise children in the playground or classroom (during wet weather)
- Deal with any dangerous behaviour
- Deal with any arguments or fights
- Comfort children who are upset
- Deal with minor injuries – cuts, bruises etc
- Organise games if children need help

Personal Qualities & Skills

- Enjoy working with children
- Patience and a good sense of humour
- Ability to stay calm in an emergency
- Some knowledge of first aid
- Good communication skills
- Reasonable level of fitness – work involves lots of standing and walking, both inside the school and outside in the playground, often in cold weather
- Ability to work as part of a team
- Have some awareness of food intolerances and allergies to foods
- Realise that disclosures from children must be kept confidential after being reported to the Headteacher.

Training

On the job training will be carried out by experienced staff.

First Aid and other training will be offered when available.

This post requires clearance from the Disclosure and Barring Service (DBS)