

# Midday Supervisor Job Description & Person Specification

Slimbridge Primary School  
St. John's Road  
Slimbridge  
GL2 7DD

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**Job Title:** Midday Supervisor

**Accountable to:** Head Teacher and Senior Leaders

**Start Date:** 4.9.2024

**Salary:** Grade 2, £22,737 pro. rata

**Contract:** Permanent, Term Time only, part-time

**Hours:** Part-time: 6 hours per week 12:00-1:00 every day, Monday to Friday with one additional hour for resource organisation

Slimbridge Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## **Job Description: *Midday Supervisor (Early Years to Y6)***

Our midday supervisors are part of a crucial team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

### **Principle Roles:**

- Supervise pupils in the lunch hall, playground, field and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

### **Organisation**

- Organise play equipment rotas when needed
- Be responsible for the storage and safe use of play-equipment used at lunch time
- Monitor the safety of the equipment and report any damage to the administrator
- Set up and put away the tables, benches and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Manage behaviour positively

### **Health and safety**

- Observe pupils and the environment and take action to minimise any identified health and safety risks
  - Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
  - Record details of incidents in line with the school's reporting procedures
  - Be aware of and support pupils with medical/dietary needs
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- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff

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### **Working with others**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- Understand their role in order to be able to work collaboratively with other midday supervisors, teaching assistants and classroom teachers
- Communicate their knowledge and understanding of pupils to other school staff
- To be a strong, positive role model for the children and other staff
- To uphold confidentiality regarding pupils

### **Behaviour**

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

### **Play**

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities

### **Safeguarding**

- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Log behaviour or safe guarding incidents on CPOMS Safeguarding software to ensure all relevant staff are alerted

### **Other areas of responsibility**

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- Read and follow the relevant school policies
- Undertake training required to develop in the role e.g. First Aid or behaviour management courses

### **Special Conditions**

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

As part of our due diligence within safer recruitment in schools, we will be carrying out online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter and Google. Any anomalies in either your application form or as a result of your online search will be addressed by the school either prior to your interview or during the interview.

*Slimbridge Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:**

**Head Teacher/ Line Manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post-holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> <li>• GCSEs or equivalent in maths and English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to follow instructions from senior team members</li> <li>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>