

MIDDAY SUPERVISOR - Job Description

Salary	Grade 2 (pts 2-3) £22,366 - £22,737
Hours	Part Time: 7.5 hours per week (Monday – Friday 11:45am – 1:15pm). Term Time only
Contract	Fixed term until 21/07/27
Closing date	1st September 2026
Interview date	TBC
Start date	ASAP

Main purposes of the job

The Head teacher and Governing Body are looking to appoint two flexible, reliable, enthusiastic and hardworking people to join our team as Midday Supervisors. The main purposes of the job include supervising pupils both inside and outside, setting up and tidying the hall, leading games and ensuring the pupils are safe and happy.

Main responsibilities and tasks

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately, in line with the school's behaviour policy at all times, including the dining hall, playground and during wet lunch times.
- To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
- We're looking for someone who is passionate about outdoor learning and enjoys engaging with children in nature-based activities such as exploring our Forest School and mud kitchen.
- To follow the school's policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
- To ensure that all playground equipment is used in a safe and appropriate manner.
- To challenge and report any stranger on site.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- To ensure that dining areas and furniture are left in a clean and tidy condition
- In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
- Ensure that you are a strong, positive role model for the children and other staff.
- To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the school's policies.
- Actively participate in any appropriate training when required.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.