

## Job Description



**School/College:** Thistly Meadow Primary School

**Job Title:** Midday Supervisor

**Grade:** 4

**Post Number:**

**Responsible To:** School Business Manager

**Responsible For:**

**Key Relationships/  
Liaison with:**

**Job Purpose:** To take responsibility for the health and safety and security of children during the School lunch break.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Supervise pupils in the area in which they eat their lunch. Assist and supervise the clearing away and tidying of the eating area.
2. Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety, welfare and security of the pupils within their care, and in accordance with the School Behaviour policy.
3. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised.
4. Attend to accidents in the playground in accordance with the School procedure and guidelines on accidents and their treatment.
5. Ensuring pupil's safety at lunch times by ensuring that they stay within the school grounds and are not in inappropriate parts of the school grounds and/or buildings.
6. Offering comforts and support for children who are distressed by any situation.

## **SPECIAL FACTORS:**

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## Person Specification

**Job Title:** Midday Supervisor

**Grade:** 4

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>	N/A		App/Doc
<b><u>Experience</u></b>  Experience of working in a school/with young children.		✓	App/Ref
<b><u>Knowledge</u></b>  An empathy with and an understanding of children in the age range concerned.	✓		
<b><u>Skills/Attributes</u></b>  Ability to be assertive when necessary.  Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.  Good interpersonal communication skills.  Current Paediatric First Aid certificate	✓  ✓  ✓	    ✓	
<b><u>General Circumstances</u></b>  Attendance - evidence of regular attendance at work.  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓  ✓		App/Ref/ Med  App/Int
<b><u>Factors not already covered</u></b>  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire Doc = Documentary Evidence (E.g., Certificates)