



JOB PROFILE

Post title: Midday supervisor

Salary: PCD3 £24,796 (A) per annum pro rata, (plus the living wage supplement hourly £13.45) term time only (38 weeks).

Responsible to: Headteacher

Job purpose:

- To ensure pupils are ready for lunch and receive adequate nutrition.
- Supervision of students during lunchtime and clearing up after lunch.
- Supervision of students on the playground at lunchtime.
- To ensure general areas of the school are clean and tidy.

Accountabilities / duties:

- Supervising pupils as they eat or before / after lunch.
- Liaising with teachers and class staff.
- Working with pupils over the whole primary age range.
- To ensure crockery, cutlery, trays etc. are returned by students to the relevant collection points.
- To ensure tables are set out and removed.
- To undergo on and off site job training sessions as required.
- To be aware of the Fire / Emergency procedures.

Person specification: Midday Assistant

	Essential	Desirable
Qualifications/Competencies	Willing to undertake training.	Basic food hygiene certificate
Experience	Experience of relating well to people at all levels.	Experience of working in a school or similar environment. Experience of working with children.
Knowledge	Basic cleaning procedures.	Manual handling training. Basic Health and Safety knowledge.
Skills/Ability	Ability to work quickly and efficiently. Ability to encourage high standards of pupil behaviour.	
Personal Skills	Ability to work as part of a team. Ability to use initiative. Ability to keep calm and patient with students. Positive, can do attitude.	