

# ST GILBERT'S CHURCH OF ENGLAND PRIMARY SCHOOL

## MIDDAY SUPERVISOR

### JOB DESCRIPTION



#### PURPOSE OF JOB

- To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the midday break.

#### MAIN RESPONSIBILITIES, TASKS & DUTIES

- Supervise children during the meal, in the playground, classrooms, corridors, cloakrooms, toilets, etc and escort children between premises where necessary.
- Required to prepare rooms for dining, including setting out tables and chairs or desks covers, as appropriate.
- Distribute meals and serve water where required.
- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Monitor children's needs and reporting these to a designated person.
- Keep records as required by the school

**The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder**