

LADBROOKE JMI SCHOOL



JOB TITLE: Midday Supervisor

ACCOUNTABLE TO: Office Manager

JOB PURPOSE: To ensure that all children are safe and happy during lunchtime and are ready to learn in the afternoon

REQUIREMENTS:

- ☐ To have a current DBS check completed by the school
- ☐ To ensure regular child protection and first aid training is attended

KEY TASKS

- ☐ To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break
- ☐ To prepare the layout of the tables in preparation for lunch
- ☐ To supervise the pupils when they are in the dining room eating lunch
- ☐ To clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and sweeping the floor
- ☐ To deal with and record minor incidents/accidents and refer to a qualified first aider where necessary
- ☐ To deal with any disagreements between children in a fair manner
- ☐ To look out for and report any child who is isolated or upset
- ☐ To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors
- ☐ To ensure that good order is maintained at all times
- ☐ To keep a record of any incidents where time out has been used
- ☐ To report any major incidents to a member of the senior leadership team
- ☐ To promote the development of productive play on the playground
- ☐ To ensure that tasks are carried out in compliance with the County and school Health and Safety policy
- ☐ To work in accordance with the schools' ethos and policies on equal opportunities, behaviour, discipline and bullying

Name of MSA Date Agreed

Signed