



Jupiter Drive • Hemel Hempstead • HP2 5NT

Tel: 01442 217188

Principal: Neil Jones **Email:** principal@jupitercfs.org.uk

Midday Supervisor Assistant – Job Description

Location	Jupiter Community Free School
Role	Midday Supervisor
Pay grade	WHCST Point 2 - 10 hrs per week. 11.30am – 1.30pm daily

Purpose of the Role: To ensure the safety and wellbeing of pupils during the lunch period

Responsibilities:

1. Layout the play equipment outside ready for when the children go out to play as and when required.
2. Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and especially paying attention to table manners.
3. Keep the dining room as clean & tidy as possible throughout the lunch sittings.
4. Encourage pupils to select and eat healthy balanced meals
5. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
6. Provide a safe environment for pupils to play/socialise outside
7. Encourage children to be resilient and independent and follow the values of their school
8. Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy
9. Provide first aid during the lunch period as required
10. Clear and store the outdoors play equipment at the end of the lunch break.

Knowledge

Health and Safety
 Level 1 Safeguarding / Awareness of keeping children safe
 Understanding of the Schools Ethos, Vision and Values
 Manual Handling
 First Aid

Competencies

Communication
 Team working
 Active listening
 Sensitivity
 Initiative



West Herts Community Free School Trust - Registered Office: C/O Lanchester Community Free School, Hempstead Road, Watford, WD17 3HD
 Company number: 08324782

Jupiter CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, volunteers, visitors and contractors to share this commitment.

