



PARKVIEW PRIMARY SCHOOL

Job Description – Midday Supervisor

Terms and Conditions of Employment

The post holder is required to carry out the professional duties assigned to the Mid-day Supervisor and to follow the school's policies as ratified by the Governing Body, and School procedures and practices as specified by the Head Teacher.

Accountable to

The Head of School, Office Manager and the Governing Body.

Pay Scale

Scale A £12.85 per hour

Hours of Work

Term Time only 1hr 20 min per day between 11.30 – 1.10

Responsibilities

- Supervising toilet arrangements before and after the meal
- Escorting children in an orderly manner both to and from the dining room
- Helping with supervision during the service of meals and in the training of good eating habits and table manners
- Supervision in the playground or, on wet days, in the classroom/shared work areas
- Organising games and activities
- Work as a member of a team.
- Dealing with any first aid necessary and reporting to the incident to the class teacher. Completion of appropriate records as necessary.
- Ensure all spillages are dealt with promptly. Wipe down all tables and chairs after service and when required.
- To undertake any other task which sit reasonably within this role

General

- To be a role model for pupils
- To support and promote the School's ethos, vision and direction
- To develop effective professional relationships at all levels within the school community
- To maintain an up to date knowledge of school policies relevant to the role, especially Child Protection
- To take part in first aid training as required
- To take an active part in the wider activities of the school
- To participate constructively in Performance Management arrangements
- To actively participate in continuing professional development activities
- To keep abreast of school activities and events via the online calendar/staffroom noticeboards

This job description will be reviewed annually by the Head of School. Any variation will be agreed via discussion with the post holder and the Governing body.

