

<b>Job Title:</b>	<b>Midday Supervisor</b>	<b>Job No.</b>	<b>ALP</b>	<b>PSW14</b>
<b>Responsible to:</b>	Senior Midday Supervisor, SBM	<b>ALP Grade/ salary:</b>	Grade 2	
<b>Job purpose:</b>	Under the direction of a Senior Team Leader/ Midday Supervisor ensure the safety, welfare and good conduct of pupils during the midday break period.			
<b>Resources:</b>	<b>Staff:</b> None	<b>Physical:</b>	Shared responsibility for lunchtime equipment	
	<b>Finance:</b> None	<b>Clients:</b>	Staff, Pupils	

**Duties & responsibilities:** Individually or as part of a team, Include but are not restricted to:-

1. Supervise pupils in the dining hall, playground areas and school premises.
2. Ensure the maintenance of good order and discipline.
3. Deal with accidents and incidents in accordance with school procedures.
4. Clean up spillages as necessary.
5. Shared responsibility for the Health & Safety of pupils during the lunchtime break.
6. Undertake various activities with pupils during lunchtime under the direction of the Senior Midday Supervisor.
7. Other duties appropriate to the nature, level and grade of the post

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond

Undertake other duties and responsibilities as required commensurate with the grade of the post

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

#### Work arrangements

<b>Physical requirements:</b>	Continuous standing and walking for up to 1 – 1.5 hours during the midday break.
<b>Transport requirements:</b>	None
<b>Working patterns:</b>	Monday – Friday term time.
<b>Working conditions:</b>	Indoor and outdoor working

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

**(Postholder)**

**(Line Manager)**

## PERSON SPECIFICATION

**Job Title:** Midday Supervisor

### Essential:

#### Knowledge & Qualifications

Basic Literacy & Numeracy skills

#### Experience

Working with children of the relevant age

#### Skills & Competencies

Ability to follow straightforward oral and written instructions and to keep basic records relating to incidents and first aid.

Communication skills to exchange information both orally and written to inform members of staff of incidents relating to lunchtime

Ability to solve straightforward problems using initiative to make minor decisions if the need arises in the playground or dining hall.

Working as part of a team

#### Physical, mental, emotional & environmental demands

Ability to work outdoors all year round mainly standing and walking for periods of up to 1.5 hours.

Medium periods of concentrated sensory attention being alert to the actions of pupils during the lunchtime break.

Ability to deliver active games e.g. throwing, stretching, bending

#### Other

A commitment to providing a quality service to customers.

A willingness to undertake job related training.

### Desirable:

#### Knowledge & Qualifications

First Aid certificate

#### Experience

Experience of working in a school or in a similar environment

#### Skills & Competencies

IT skills relating to Emails and accessing the school electronic diary

#### Physical, mental, emotional & environmental demands

#### Other

Assessed  
by:

Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others