

**Salary Details:** Grade 3 £8.10 per hour

**Job Term:** Relief

**Appointment Type:** relief to be available as soon as possible

**Hours:** 1 hour and 20 minutes per day, on days required

**Location** Brooklands Primary School, Long Eaton

**Department:** Children's Services

**Division:** School Support

**Closing date:** on-going

The Governors of Brooklands Primary School wish to appoint a caring, patient and enthusiastic person, ideally with a background of working with children in a supervisory capacity, to join their hard working and friendly team of Midday Supervisors.

All of our Midday Supervisors are valued members of the school community and play a vital role in ensuring our children feel safe, secure and happy during their lunch break. Duties include both supervising children while they eat their lunch and during outside play.

The successful candidate will be flexible in their attitude and able to work as part of a team. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## **JOB DESCRIPTION MIDDAY SUPERVISOR**

As a member of a team led by the Senior Midday Supervisor and under the direction of the Headteacher, to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break:-

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners and hygiene.
- To assist pupils where necessary whilst they are taking a meal.
- To actively supervise the dining room procedures:-
  - carrying of meal to the table
  - assisting with the service at the table
  - training children in the correct use of cutlery
  - setting up, clearing and stacking table and seating equipment and serving dishes
  - wiping and re-setting tables if necessary
  - cleaning up food and spillages on tables and floors
- To report to the Senior Midday Supervisor in the case of absence due to illness.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the values and environment of the school.
- To adhere to the need for confidentiality at all times.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note – There is a dress code of smart casual – No Denim; No open toe footwear