



**Midday Supervisor**  
**Job Description**

<b>Post</b>	<b>Midday Supervisor</b>
<b>Grade</b>	<b>G2, Point 11</b>
<b>Responsible to:</b>	<b>Senior Midday Supervisor / School Business Manager</b>
<b>Core Purpose</b>	To work as part of a team monitoring pupil behavior during the midday break and ensuring a safe and healthy environment.
<b>Key Tasks &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Report incidents in line with the school policy.</li> <li>• Assist in the supervision of other activities during the break, to include setting out tables and storing lunchtime equipment.</li> <li>• Encourage pupils to select and eat healthy and balanced meals.</li> <li>• Clean up spillages of food or liquid during meal service.</li> <li>• Wipe down tables and clean dining areas between meals.</li> <li>• Undertake similar work at other times as required.</li> </ul>
<b>Knowledge, Experience and Training</b>	<ul style="list-style-type: none"> <li>• Experience of working in a similar post.</li> <li>• Ability to work with a minimum of supervision and within a team.</li> <li>• Willingness to undertake additional training</li> <li>• Has high standards and demonstrates them through high quality work.</li> <li>• Demonstrates a strong work ethic and excellent organisational Skills.</li> <li>• Act in a professional and confidential manner at all times.</li> <li>• Be a flexible member of our Academies team, undertaking additional duties/hours/responsibilities that may arise occasionally within the scope and grade of the post.</li> <li>• To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.</li> </ul>
<b>General</b>	<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general

	<p>scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p><b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.</p> <p><b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.</p> <p><b>Safeguarding</b> -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>
<p><b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school</b></p>	