



## Steeple Claydon School and Pre-School

Meadoway, Steeple Claydon, Bucks. MK18 2PA

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Website: [www.steepleclaydonschool.com](http://www.steepleclaydonschool.com)

Tel: 01296 738132

Headteacher: Mrs Christine Richards

### Midday Supervisor Job Description

**Job Title:** Midday Supervisor

**Responsible To:** Headteacher/Deputy Headteacher

**Salary:** Bucks Pay Scale 1 (£9.50 per hour, 38 weeks per year, plus 5 weeks holiday pay)

**Hours:** 11:45am to 1:45pm - Monday to Friday 10 hours per week

**Contract type:** Permanent

**Start date** 5<sup>th</sup> of September 2022

#### Main Purpose of the job

- To provide adequate supervision of the children during the lunch break.
- To organise tables and seating accommodation in the hall with colleagues prior to children arriving for lunch.
- To assist with school lunches.
- To clean tables and remove the furniture at the end of the lunch break, clearing up any spillages. To sweep the floor and dispose of rubbish.

#### Main Duties and Responsibilities

- To supervise children as directed during their meal, encouraging polite behaviour at their tables and good eating habits.
- To supervise the children during the lunch break, either in the hall, on the playground or in the event of wet playtime, in the classrooms.
- To assist children with opening drinks, buttons on coats etc.
- To maintain high standards of behaviour expected of the children through being positive in your approach and not accepting rude or discourteous behaviour.
- To be responsible for the safe play of the children as directed by the Headteacher.
- To report any case of poor behaviour or serious injury to the Headteacher or Deputy Headteacher.
- To supervise children during wet lunchtimes.
- To report any injury or illness to the First Aider who will be available throughout lunchtime.
- To encourage self-control and self-discipline in the children throughout all activities and to actively promote the school positive behaviour policy.
- To be aware of and adhere to the school's policies and procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To undertake other duties appropriate to the grading of the post required.

