



# Job Description

**School/College:** Ashby C of E Primary School

**Job Title:** Midday Supervisor (Start date asap)

**Grade:** Grade 4. £12.85ph (6.25hrs per week) Permanent

**Responsible To:** Headteacher

**Key Relationships/  
Liaison with:** Deputy Headteacher

**Job Purpose:** To take responsibility for the health and safety and security of children during the School/College lunch break.

## MAIN DUTIES AND RESPONSIBILITIES:

1. Supervise pupils in the area in which they eat their lunch.
2. Assist and supervise the clearing away and tidying of the eating area.
3. Supervise pupils after lunch, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School/College Behaviour Policy.
4. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, through positively praising good behaviour and dealing as appropriate (including restraint) with all incidents of disorder ensuring that any disruption is minimised.

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5. Attend to accidents in the playground in accordance with the School/ College procedure and guidelines on accidents and their treatment.
6. Periodically set up and supervise 'Happy Lunchtimes' zone activities using a variety of play equipment supplied by the school.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

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# Person Specification

	Essential	Desirable	How assessed
Qualifications	N/A		App/Doc
<b>Experience</b> Experience of working with children.	✓		App/Ref
<b>Knowledge</b> An empathy with and an understanding of children in the age range concerned.	✓		App/Ref
<b><u>Skills/Attributes</u></b>  Ability to be assertive when necessary.  Ability to understand and follow relevant procedures, e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.  Good interpersonal communication skills. Ability to work well within a team	✓  ✓  ✓ ✓		App/Ref  App/Ref  App/Ref
<b><u>General Circumstances</u></b>  Attendance - evidence of regular attendance at work.  An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓  ✓		App/Ref/ Med  App/Int

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	Essential	Desirable	How assessed
<b><u>Factors not already covered</u></b>  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

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