

Assistant Midday Supervisor Job Description



Post Title: Assistant Midday Supervisor

Responsible To: Business Manager

Job Purpose: To work as part of a team at lunchtime, in the supervision of the students in the dining hall and around the school

Hours of work will be 6.25 hours per week. 12:45 to 14:00 daily term time only plus Inset (one week)

Key Tasks

- To assist in the organisation and supervision of the queue of students and to ensure that students enter and leave the dining hall in an orderly fashion
- To support the teachers on duty in the school
- To notify and deal with any incidents of misbehaviour and if necessary refer to the appropriate person if further sanctions are necessary.
- To ensure that students behave appropriately in the dining hall and around school at all times
- To clean tables as necessary, and remove litter
- To assist in the tidying of the food halls at the end the lunch period
- To supervise students around school during lunchtime
- Attend meetings and training as required.
- Keep up to date with all aspects referring to safeguarding
- Report any Health & Safety Concerns

November 2018