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## Senior Midday Supervisor (SMS) Job Description

Job Title: Senior Midday Supervisor

Grade: NJC Point 4 to Point 6. £9.81 to £10.21 per hour. 2.5 hours per day, typically 10.45am to 1.15pm, every weekday during term time.

Accountable to: Deputy Headteacher

Main Job Purpose: To hold responsibility for the overall management of lunchtimes in the school hall. This includes the efficient serving of hot lunches to our pupils and the safety and wellbeing of our staff and pupils during our lunchtimes.

### Main Duties

- To organise the lunch service at the school, including the setting up and clearing up of the school hall
- To oversee and carry out the distribution of hot meals for pupils
- To deploy the Midday Supervisors as efficiently as possible, so that all pupils have a safe, pleasant and sociable lunchtime
- To oversee and carry out the supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch
- To oversee and carry out associated duties, e.g. serve drinks, clear spillages, clean tables and chairs, put away furniture used during the lunch break, sweep floor and wash up crockery and cutlery
- To carry out minor first aid on pupils and enter incidents that have been identified by the school into Medical Tracker
- To report any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted
- To report any strangers or potential hazards on the school site
- To report safeguarding / child protection concerns to the Designated Safeguarding Lead
- To attend in-service training when required
- To take part in job review meetings and MDSA meetings when requested
- To support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy

### In addition, the Senior Midday Supervisor will:

- be responsible to the Deputy Headteacher for the safety, welfare and conduct of pupils and of others on the site during the midday break, as directed by the Deputy Headteacher
- devise rotas for the effective use of all midday supervisors
- reorganise during absences, in order to maintain appropriate supervision ratios

- assist with the appointment of Midday Supervisors
- complete all required paperwork
- supervise Midday Supervisors in their duties
- ensure that first aid is provided in the case of an accident or illness, and that any accident is recorded on Medical Tracker
- inform the Deputy Headteacher in the case of a serious illness or accident
- support the induction process for new members of staff
- liaise with class teachers when necessary identify training need

## **Supervision and Management**

- The job holder is responsible for supervising a team of Midday Supervisors

## **Creativity and Innovation (i.e. Problem Solving)**

- The job holder works within school procedures, policies and approved methods and under the supervision of the Deputy Headteacher and Class Teachers

## **Key Contacts and Relationships**

- Deputy Headteacher, Class Teachers, Finance Officer

## **Supervision**

- Deputy Headteacher

## **Decision Making**

- The jobholder decides which sanction to apply to a pupil, within school policy
- The jobholder decides when and what minor first aid should be given to a pupil
- The jobholder may make suggestions to the Deputy Head Teacher and make recommendations about a pupil's behaviour or illness to the Class Teacher

## **Resources**

- The jobholder is expected to use school resources appropriately and with care and help to maintain appropriate and pleasant learning spaces around the school but is not personally accountable for their overall security

## **Working Environment**

- The jobholder is constantly standing and walking
- Manual handling, including lifting, of tables and/or equipment is involved
- Some of the work may be undertaken outside
- There is background noise from pupils
- The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school.

## **Knowledge and Skills**

- Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

This job description is subject to change to meet the needs of the effective running of the Trust.

Signed: ..... Date: .....



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## Senior Midday Supervisor (SMS) Person Specification

- Organised
- Practical / problem solver
- Empathy with children
- Able to exert authority and give directions / instruction in a confident manner
- Able to communicate with children and adults
- Knowledge of school standards and procedures
- Knowledge of health and safety regulations within a school environment. Basic health and safety, first aid, safeguarding and food handling training will be given
- An awareness of children's allergies or asthma, etc.
- Flexibility
- Approachability