Job Description			
Title **MIDDAY SUPERVISOR** **Grade 1 scp 1-2**	*School:* **Hucknall National CE Primary**	**Post type:** **Permanent**	

Job Purpose

To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during school lunch breaks.

Key Responsibilities

1. Supervise pupils in the dining hall
2. Control queues to dining areas
3. Where required, mark register, issue and collect tokens
4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service.
5. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.
6. Supervise return of used trays, crockery and cutlery by the children.
7. Ensure that tables are left clean for the next occupant.
8. Ensure dining areas are left clean and tidy
9. Arrange supervision to allow movement amongst the children within the area covered.
10. Ensure acceptable standards of behaviour are maintained
11. Minimise the likelihood of children hurting themselves, others or damaging property
12. Supervising pupils in classrooms during bad weather.
13. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Person Specification	
Education and Knowledge Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of supervisory duties e.g., supervision & support of pupils in the dining & play area, cleaning of tables in dining area, provide breakfast to pupils, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons **Experience**	**Personal skills and general competencies**