

JOB DESCRIPTION

NAME:

POST: MIDDAY SUPERVISOR

Main Job Purpose

- 1) Ensure the safety, general welfare and conduct of pupils during the midday break period.
- 2) Assistance may also be given to Academy and cleaning staff with basic cleaning and some practical duties in and around dining areas.

Main Responsibilities and Duties

- 1) Supervise pupils in designated areas of the Academy during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the Academy's policies and procedures.
- 2) Establish the safe and appropriate behaviour by effective intervention or referral to a senior member of staff.
- 3) Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- 4) Maintain good order in dining areas.
- 5) Where necessary, assist pupils with the collection of food and/or the return of trays or other items to the service counter.
- 6) Where necessary, assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- 7) Assist in the clearance of any spillages and wiping down, cleaning or resetting of tables as appropriate.
- 8) Assist in the setting up and removal of furniture where necessary.
- 9) Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- 10) Attend to minor incidents and report and record any incidents or untoward events as necessary using the school's agreed procedure.
- 11) Ensure that pupils do not leave the site without permission.

- 12) Support the Academy's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas, and taking appropriate action should the need arise.
- 13) Support the Academy's first aid procedures by reporting any and every accident/injury to the identified First Aider who will record the incident.
- 14) Retain the confidentiality of all aspects of Academy life.
- 15) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 16) Comply with all decisions, policies and standing orders of the Academy and the Borough of Bournemouth; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 17) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedure, and to meeting the five outcomes of Every Child Matters.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTES

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Post Holder: Date:.....

Principal:  **Date:**

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974
 NIGEL BOWES ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND
 STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING
 CHILDREN 2004 GUIDELINES**