


Job Description			
Title MIDDAY SUPERVISOR Grade 1 scp 6 - 8	School: Hillside Primary & Nursery School Roberts Lane Hucknall Nottingham NG15 6LW	Post Ref	
Job Purpose To assist in the care & supervision of children both in the dining area and in play areas to ensure the health, safety and welfare of pupils during the school lunch break			
Key Responsibilities <ol style="list-style-type: none"> 1. Supervise pupils in the dining hall 2. Control queues to dining areas 3. Set up tables and chairs before children arrive 4. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant family service. 5. Ensure that any spillage is removed quickly; equipment is not left in dangerous positions, and are wiped where necessary. 6. Supervise return of 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. Ensure that children with SEN are included in play activities 14. Assist with children's personal hygiene and toileting (where appropriate) 15. Assist with children's feeding and drinking (where appropriate) 16. 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 17. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures 18. To report any causes for concern relating to the welfare and safety of children to the designated persons 19. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school 			

Person Specification	
<p>Education and Knowledge</p> <p>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, provision of care to pupils requiring feeding, toileting and changing clothing, cleaning up food spillages, awareness of children with special educational needs (dietary, emotional, physical), awareness of pupils on special or restricted diets for medical reasons, use of specialist equipment, awareness of moving and handling pupils.</p>	<p>Personal skills and general competencies</p>
<p>Experience</p>	