

Heatherwood School

an academy within Nexus MAT

Leger Way, Doncaster DN2 6HQ

Tel: 01302 322044

www.heatherwoodschoo.org www.nexusMAT.org

Executive Headteacher: Mrs. Lisa Suter Head of School: Mrs. Bridget Coy



Post: Midday Supervisor

Scale: Grade 3

Responsible to: Office Manager

Job purpose: : To ensure the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the Local Authority and the school. The post holder will normally work as part of a team and will always be under the direction either of a teacher on duty, or designated officer.

SPECIFIC DUTIES

1. Supervision of pupils in the dining areas, playgrounds or other parts of the school premises.
2. Preparation of hall for lunches, setting up tables and chairs etc. and clearing away afterwards.
3. Assisting children with their hot meals, the salad bar or parent provided lunches, including encouragement to eat as required.
4. To ensure standards of behaviour are maintained.
5. To assist in dealing with problems arising from unruly or unacceptable behaviour and report such matters to the appropriate member of staff on duty.
6. Cleaning up as necessary and ensuring tables are clean etc., ensuring the hall is left safe and clean for use.
7. To carry out other duties relating to lunchtime supervision as required by supervisory staff.
8. To ensure that school security regulations are upheld.
9. To change clothes, clean and care for the personal cleanliness of the children and to assist with intimate care when necessary.

Heatherwood School

an academy within Nexus MAT

Leger Way, Doncaster DN2 6HQ

Tel: 01302 322044

www.heatherwoodschool.org www.nexusMAT.org

Executive Headteacher: Mrs. Lisa Suter Head of School: Mrs. Bridget Coy



10. To refer children to nominated first-aiders on duty if treatment other than to minor injuries is required, and to assist named first aider administer and record minor first-aid as and when appropriate.

11. To undertake any appropriate training as may be required to enhance or improve the interaction and involvement with the children.

Other duties and responsibilities

To be agreed as necessary.

The post holder's duties must be carried out in compliance with the schools' policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This job description is subject to review as and when appropriate and may be amended following negotiation.