



COWBRIDGE COMPREHENSIVE SCHOOL
JOB DESCRIPTION

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| DESIGNATION/POST TITLE | : MIDDAY SUPERVISOR |
| DIVISION/SECTION | : CATERING |
| LOCATION | : COWBRIDGE |
| POST GRADE | : GRADE B |
| RESPONSIBLE TO | : CATERING MANAGER |
| RESPONSIBLE FOR | : Interacting on a professional level with other members of staff to seek to establish and maintain productive working relationships with them in order to promote the aims of the school. |
| LIAISON | : CATERING MANAGER |
| MAJOR PURPOSE OF POST | : To supervise pupils on the school premises during the midday break, ensuring that the children eat meals safely and behave appropriately. |

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To work in partnership and liaise effective and professionally with all school staff and pupils as required;

- To escort pupils to and from the dining area, as necessary, to ensure that pupils having a school lunch are in the dining hall at the correct time and to ensure that all pupils are where they should be according to the lunchtime arrangements;
- To control the dinner queue and movement of pupils in the dining hall, to ensure that pupils do not obstruct pathways etc;
- To be aware that the very young, those with special needs or pupils new to the school may require extra attention;
- To be responsible for the pupils when they are eating and ensure that table manners and behavior in the dining room are acceptable;
- To supervise pupils eating food brought from home and ensure that all packed lunch equipment is cleared away after use;
- To be aware that pupils from different ethnic backgrounds may have different attitudes towards food and the eating of food; and to be aware that the rules about the eating of food are flexible enough to allow for medical conditions, allergies, appetite or emotional upset;
- To be discreet at all times;
- To take charge of groups of pupils in the yard or the classroom, depending on the weather;
- To devise and initiate constructive play opportunities for pupils when required;
- To ensure that pupils remain within a safe environment and encourage pupils to play together in a safe and sensible manner;
- To set suitable behavior standards in line with school policy;
- To have an awareness of the school's policy on Child Protection;
- To report immediately to the Headteacher or designated staff member any incidents or acts that constitute serious infringements of school rules such as bad behavior or bullying;
- To promote whenever possible the aims of the school;
- To help pupils acquire social skills;
- To attend to minor accidents or injuries sustained during the midday break and seek appropriate assistance if necessary;
- To attend to any pupil who becomes ill during the midday break and seek appropriate assistance;
- To notify the Headteacher or Deputy Headteacher of any unauthorised visitor/s entering the school playground or premises;

- To attend training as required.
- **To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.**
- **Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.**

SIGNED:
(Business Manager)

DATE:

SIGNED:
(Postholder)

DATE: