



ST ANNS PRIMARY SCHOOL

JOB DESCRIPTION

Post Title	Midday Supervisor
Grade	Scale 3
Responsible to	BUSINESS MANGER
Place of Employment	St Ann's Primary School

Main Purpose of Job

- (i) To supervise pupils in classrooms, dining hall, playground areas and school premises except those engaged in activities supervised by a teacher.
- (ii) To maintain good order, discipline and noise level of pupils
- (iii) To organise and assist in queuing, washing of hands, choosing and carrying of food.
- (iv) To carry out a range of ancillary duties for example clean up spillages, ensure tables are clean etc.
- (v) Supervise use of cutlery and good table manners.
- (vi) Assist with disposal of food and used cutlery.
- (vii) Attend all accidents immediately and report them to a First Aider.
- (viii) To report persistent misbehaviour to a member of teaching staff.

To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

To carry out duties in accordance with the Health and Safety at Work Act, adopting safe working practices, in accordance with the Trust Health & Safety Policy.



SMSA

St Ann's Primary School

Person Specification

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will be accountable for achieving the highest possible standards in work and conduct. They will act with honesty and integrity; have strong job specific knowledge, keep their skills as up-to-date and will be self-critical. The successful candidate will be expected to forge positive professional relationships; and work in collaboration with all stakeholders of the school.

EXPERIENCE			
	Essential	Desirable	Source A- application I - interview R - references
Experience of working with children		✓	A

SAFEGUARDING			
	Essential	Desirable	Source A- application I - interview R - references
An understanding of and a commitment to following all safeguarding procedures of the school	✓		A I
Willingness to learn and attend training as required		✓	A I

KNOWLEDGE AND SKILLS			
	Essential	Desirable	Source A- application I - interview R - references
Good Communication skills	✓		A, I
Commitment to enhance pupils' lunchtime experience by encouraging play and social skills	✓		A, I
Ability to deal with challenging behaviour	✓		A, I
Ability to act on own initiative	✓		A, R
Ability to cooperate and work positively with colleagues	✓		A, I, R

PERSONAL AND PROFESSIONAL ATTRIBUTES			
	Essential	Desirable	Source A- application I - interview R - references
A calm and organised approach	✓		A, I, R
Ability to manage own well-being and support the well-being of others	✓		A, I, R
Discrete when dealing with sensitive and / or confidential matters	✓		A, I
Ability to form respectful and trusting relationships	✓		A, I, R
A good team player	✓		A, I, R

Additional Essential Criteria

- Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment.
- Fully supportive references.
- Full enhanced DBS clearance