

# Wembrook Primary School

## Job Description - Midday Supervisor



Five sessions per week of 1 hour 15 minutes per day, term time only

JEID Ref: C0001 Post Level: Band B SCP 2 - 3

**Closing date for applications - 14th November 2025**

*Note: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff & volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure and a satisfactory Work Health Assessment.*

### General Duties:

The duties of a Midday Supervisor are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the Senior Midday Supervisor/Headteacher. It is important that you are able to:

- respect the confidentiality of sensitive information divulged by staff, parent/carers and pupils.
- understand and comply with the school's Child Protection policy, contributing to the school's statutory duty to safeguard and promote the welfare of children,
- maintain confidentiality at all times and to observe Data Protection guidelines.

### What's Involved?

Midday Supervisors have a range of duties and responsibilities. These typically include:

- Effective supervision of pupils in the dining hall, playground and other areas of the school.
- Helping pupils with a variety of tasks, such as cutting up their food and changing clothes.
- Cleaning up spillages and sickness.
- Helping to clear away food and stack tables/chairs after pupils have left the hall.
- Dealing with misbehaviour according to the behaviour policy and reporting any unresolved issues to the class teacher.
- Tending to pupils who are sick or injured, ensuring they receive appropriate medical attention and completing the necessary Accident Reports.
- Being aware of responsibilities under child protection legislation, and reporting concerns to the Senior Midday Supervisor or Headteacher.
- Supervise classroom and outside activities, encouraging inclusion.
- Any other appropriate duties as required by the Headteacher.

### Skills and experience you'll need:

- Enjoyment of working with children and the ability to control and supervise them
- Patience and the ability to stay calm
- Good communication skills and the ability to work as part of a team
- Literacy skills to be able to understand school policies and complete accident book records
- You must be able to display commitment to the protection and safeguarding of children

### Important Information

Please note that as part of our pre-employment Safeguarding checks, you **must** be able to provide two references, one of which should be your current or most recent employer. All references should be from people you know in a professional capacity and not a friend or family member. Examples of types of references we can accept are those from: Previous employers, people in a position of authority in the local community (e.g. from a church or mosque), an organisation that you might have assisted as a volunteer.

If you cannot provide two references, then unfortunately we will not be able to accept your application. However, if you feel you might like to apply for a Midday Supervisor post in the future, then it might be worthwhile volunteering for an organisation in the meantime, which will give you a prospective reference for the next time we advertise.