



**Rainhill St Ann's CE Primary School**  
View Road, Rainhill, Merseyside, L35 OLQ  
Tel 0151 426 5869, [www.rainhillstanns.co.uk](http://www.rainhillstanns.co.uk)  
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)  
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly.

## **JOB DESCRIPTION**

**POST TITLE:** MIDDAY SUPERVISOR  
**GRADE:** SCP 3  
**HOURS:** 6.25 HOURS PER WEEK  
**WORKING PATTERN:** MONDAY-FRIDAY

### **MAIN PURPOSE**

To care for children during the lunch time break. They will work with a team of Midday Assistants in the dining area and playground.

### **KEY DUTIES & RESPONSIBILITIES**

- Supervise the welfare and security and good conduct of children during the midday break enforcing the expected standards of school discipline.
- Oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include toileting, hand washing, cleaning spillages, insisting on and modelling good table manners.
- Promote inclusion and acceptance of all pupils
- Promote a positive ethos and role model positive attributes, self-esteem and independence.
- Provide pastoral support to pupils
- To administer basic first aid where appropriately trained. This may include recording minor accidents and ensuring that more serious incidents are brought to the attention of the First Aider.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Undertake personal development through training and other learning activities.
- Attend and participate in meetings as required.
- Be aware of and comply with policies and procedure relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and support difference, by helping to ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

*The post is subject to Enhanced Disclosure.*

### **Note**

**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.**



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**The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.**