**MAYFLOWER HIGH SCHOOL**

**JOB DESCRIPTION**

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| Job Title: | Midday Supervisor |
| Responsible to: | Business Manager and the Senior Midday Supervisor |
| Liaison with: | Other Midday Assistants, Duty Teachers, Catering Staff |

## Purpose of Job:

To assist in securing the safety and welfare of students during the lunch break. To supervise students during the lunch break in accordance with the general instructions of the Headteacher.

## JOB OUTLINE:

Responsible, under the direction of the Business Manager and the Catering Manager, individually or as a member of a team, for securing the safety, welfare and good conduct of students during the lunch break period, in accordance with the School’s practices and procedures. Duties will include supervision of students in all parts of the school site and buildings to ensure the maintenance of good order and discipline.

## Main Duties and Responsibilities:

1. To be responsible to the Business Manager and the Catering Manager for the supervision of students throughout the lunch break.
2. To take instructions relating to lunch break supervision from the Business Manager and the Catering Manager.
3. To deal with minor problems and report persistent unruly, unacceptable behaviour in accordance with the procedure established in the School.
4. To deal with minor accidents and report any serious incidents to the duty member of staff at the earliest possible moment.
5. Supervision of the dining hall.
6. Supervision, as instructed, of all areas, both inside and outside the School buildings, but within the School perimeters where students congregate during the lunch break.
7. Ensuring, in accordance with instructions given, that all students return promptly to registration/lessons as required by the timetable.
8. Ensuring students leave the dining area in as tidy a condition as is practicable.
9. To carry out any other instructions given by the Business Manager or Catering manager relating to the supervision of students during the lunch break.
10. Any other duties commensurate with the grade

## General notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

2. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

 The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

 This job description does not form part of the contract of employment. It describes the range of duties the post holder is expected and required to perform.

4. Post holders may deal with sensitive matters and should maintain confidentiality in all school-related matters.

Signed (post holder) ………………………………………………… Date / /

Signed (pp school) ………………………………………………… Date / /