



With Love We Flourish

Great Milton C of E Primary School
Great Milton, Oxon. OX44 7NT
Tel: 01844 279388
Headteacher: Mrs Alyson Frost

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Job Description: Midday Supervisor

Post Title:	Midday Supervisor
Contract hours:	7.5 hours over 5 days- 1.5 hours per day from 11.45- 1.15pm, term time only (38 weeks per year).
Contract Type:	Permanent
Responsible To:	Headteacher
Salary:	Grade 2-3 (NJC – Green Book)

Purpose of the Role

We are looking for caring, reliable and inclusive Midday Supervisors to join our friendly team and help deliver high-quality lunchtimes. This is a rewarding role at the heart of school life, supporting children to enjoy creative, active and inclusive play every day.

The role will also ensure the safety, welfare and good conduct of pupils during the lunchtime period, both in the dining areas and outdoor play spaces.

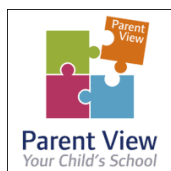
Main Duties and Responsibilities

Supervision

- Supervise pupils in the dining hall, playground and other designated areas
- Ensure pupils remain safe at all times
- Monitor entrances, exits and movement around the school during lunchtime

Behaviour Management

- Encourage positive behaviour in line with the school's behaviour policy
- Promote respect, inclusion and good manners



- Deal with minor incidents and report serious concerns to senior staff

Supporting Pupils

- Assist younger pupils with eating where required
- Encourage healthy eating habits
- Support pupils in developing positive play and social skills

Health & Safety

- Be aware of and follow school safeguarding procedures
- Report accidents, incidents or hazards promptly
- Administer basic first aid if trained (or seek appropriate support)

General Duties

- Set up and clear dining areas as required
- Ensure the school environment remains clean and tidy
- Work collaboratively with other staff members

Person Specification: Midday Supervisor

Essential Criteria:

Experience & Skills

- Experience working with children (paid or voluntary)
- Ability to communicate clearly and effectively with children and adults
- Ability to manage behaviour calmly and fairly
- Ability to work as part of a team

Personal Qualities

- Friendly, approachable and caring nature
- Patience and understanding
- Reliability and punctuality
- Ability to remain calm under pressure

Knowledge

- Basic understanding of child safety and wellbeing
- Awareness of safeguarding (training will be provided)

Desirable Criteria:

- Previous experience in a school setting
- First aid qualification (training available)
- Knowledge of behaviour management strategies