

**THE LINK PRIMARY SCHOOL**  
**JOB DESCRIPTION: MIDDAY SUPERVISOR**

**LOCATION:** The Link Primary School

**REPORTS TO:** Mrs Sandy Turner, Head teacher,

**JOB PURPOSE/OVERVIEW:**

To supervise the children both indoors and outdoors during the lunchtime period, ensuring the health and safety, security and the welfare of pupils.

To ensure that, as part of the midday supervisor's team, lunchtimes run efficiently and smoothly.

**MAIN DUTIES:**

- To work with staff to ensure that the lunchtime runs efficiently and smoothly.
- To supervise pupils, in the dining hall, school premises, and playground, making sure that all school health and safety procedures are followed.
- Support pupils to behave well and respect each other and school equipment by adhering to school behaviour policies.
- Teach pupils to follow lunchtime routines, including washing of hands, using good table manners and taking responsibility for collecting their lunch and tidying their dinner space.
- Supervise the eating of lunch, encouraging pupils to eat their meals safely and independently.
- In the event of spillage, to take necessary action immediately, to avoid possible accidents.
- Organise play and leisure activities on the playground and indoors during inclement weather supporting pupils to develop favourite skills, learn new games and socialise with peers successfully.
- To set out and return play equipment daily.
- To ensure that children are supervised at all times (including transitions between the playground, dining room, classrooms and other areas of the school premises)

- In the event of any injuries to a pupil to refer, in the first instance, to a school first-aider (minor injuries), or for more serious injuries to ensure school procedures are followed.
- In the event of any pupil sickness to clean the pupil and the affected area and refer the pupil to the school office.
- Ensure any relevant information or concerns relating to pupils are relayed to appropriate staff members before leaving the school premises.
- Undertake job related training as necessary.
- Report immediately to the School Secretary or Head teacher any accident or near miss that presents a risk to the health and safety of staff or children. Enter any accidents in the school incident book allocated for this purpose.
- To undertake any other broadly similar duties at the absolute discretion of the Line Manager/Director/ Head teacher