

## Hardwick and Cambourne Community Primary School



**POST:** Midday Supervisor

**HOURS:** Negotiable, from 1 – 2 hrs at either site

**Accountable to:** The Headteacher

**Your line manager is:** The Headteacher

**This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment**

### **PURPOSE OF JOB:**

To supervise the children while eating and at play during the lunch break

To prepare the lunch hall for school dinners and for lessons after lunch by assisting in putting out and clearing away tables and chairs.

### **MAIN RESPONSIBILITIES:**

To assist with the supervision of pupils while they have lunch.

Mop accidental spillages.

Put out and pack away tables and chairs and sweep floor.

To supervise the children at play and instigate games.

To attend to first aid as required (only if a qualified first aider) and to keep records of any treatment given.

To ensure

To deal with incidents of unsafe or unruly behaviour and refer matters to the headteacher when necessary.

To supervise the pupils on the the school site during lunch break. Periodic checks must be made of the buildings, including the toilets. Children are not allowed into the building without the permission of a supervisor or a teacher.

To maintain strict confidentiality. (From time to time people working in school will be told, or discover, information about particular children and their families. It is a condition of employment that all such information is treated as confidential. If any information is received which causes concern, it must be passed to the Headteacher. No such information must be discussed with any other employee. Neither must any incident occurring in school be discussed with anyone outside the school. Any parent seeking information should be referred to the Headteacher.)

To work in a way that promotes the school's equal opportunities policy.

Any other duties as may be determined as necessary and within the competence of the postholder by the Headteacher.