

Ampney Crucis C of E Primary School

Job Profile Support Staff



Job Title:	Midday Supervisor
Salary:	Grade 2 pt 3 (£24,796 pro rata)
Hours:	2.5 hours per week (term time only)
Closing Date:	19 th May 2025
Interview Date:	TBC
Start Date:	ASAP

JOB DESCRIPTION

Main purpose

To ensure that all children have a meaningful lunchtime play every day. To help create a safe and stimulating outdoor environment that offers social, active, and creative play experiences for all.

- To maintain and order and the safe transfer of pupils to and from the dining room
- To positively encourage good behavior and table manners and hygiene
- To assist younger pupils where necessary whilst they are taking a meal
- To activity supervise the dining room procedures:-
 - Carrying of meal to the table
 - Assisting with the service at the table
 - Training children in the correct use of cutlery
 - Clearing and stacking table equipment and servicing dishes
 - Wiping and re-setting tables if necessary
 - Clearing up food and water spillages on tables and floors
- To report to the head teacher in the case of absence due to illness
- To administer first aid in the case of a minor accident acting on the advice of the register first-aider. Record accidents in the first aid record and report serious accidents to the head teacher
- Be responsible for organising play activities in the playground or indoors if a wet playtime
- To liaise with the head teacher and teaching staff or the school in dealing with problems arising from pupil behavior and any other matters of concern
- To contribute as a member of a team to the ethos and environment of the school
- To always adhere to and practice confidentiality
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

Person Specification

- Hardworking, calm, reliable and resilient
- Able to establish productive supportive relationships with pupils and staff
- Have proven experience in behaviour management (especially at lunchtimes)
- Have experience in developing outdoor play activities within primary school