



## **Job Description Midday Supervisor**

### **Duties MDSA**

- Ensure that the hall is ready, with the tables cleaned at the start of lunch
- Support the organisation of cooked and packed lunches
- Serve lunches, with appropriate portion sizes, taking into account any allergies and dietary needs
- Ensure that the hall, kitchen and equipment are cleared up and cleaned ready for use in the afternoon
- Encourage the children to eat properly and ensure appropriate behaviour when they are eating
- Maintain a positive approach towards the pupils using the school reward system for good behaviour
- Maintain constant observation, identifying and dealing with any incidents of poor behaviour and any danger
- Adopt the school policy for dealing with inappropriate behaviour
- Follow school procedures: child protection policy; action plan for dealing with challenging behaviour/medical emergencies; first aid action plan; fire regulations
- Deal with any minor accidents and refer any serious accidents to the Headteacher or Deputy Headteacher
- Challenge any unauthorised entry into the school and report to Headteacher or Deputy Headteacher or any other member of staff

Safeguarding is everyone's responsibility - this includes you. You must be aware of the school's policy and procedures in relation to safeguarding and the importance of your duty to raise any concerns you may have with the Designated Lead (or Deputy Designated Lead) for Safeguarding.

You are also expected to be aware of the school's approach to PREVENT, Female Genital Mutilation and Child Sexual Exploitation, following the expected protocols as appropriate.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

I agree that the job description is a fair and accurate statement of the requirements of the job:

Job holder..... Date.....

Headteacher..... Date.....

**Creativity Independence Collaboration**

**North Petherton Community Primary School  
Schoolfields, North Petherton, Somerset, TA6 6LU**

**Headteacher: Mrs M Lawson**

**Deputy Head: Mr J Nicolaides**