**ST. MARGARET’S CE PRIMARY SCHOOL, DURHAM**

**JOB TITLE: MIDDAY SUPERVISOR**

**Responsible to: Head Teacher**

**Salary Scale: SCP 1**

**Hours: 7.5 hours per week (Term Time)**

As part of the staff of St. Margaret’s CE Primary School you will be expected to:-

1. Promote the agreed aims, ethos and policies of the school at all times.
2. Actively contribute to and work as a member of the staff team.
3. Take part in training as appropriate to post.

**Duties:**

* To assist with preparing tables, serving meals and clearing tables afterwards
* To assist in preparation of pupils for lunch
* To assist pupils with personal hygiene needs as appropriate
* To help and support children in the dining hall
* To encourage good table manners and appropriate behaviour at lunchtime
* To ensure the cleanliness of pupils as appropriate
* To help put out and tidy away play equipment at end of lunch break
* To supervise groups of pupils in play at lunchtime.
* To manage the behaviour of pupils in line with school policy.
* To encourage pupils to play together in a safe and happy manner
* To administer basic first aid in accordance with school policy
* Any other relevant duties commensurate with the training and grading of the post which from time to time may be required by the headteacher.