



## St Robert of Newminster Catholic School & Sixth Form College



### Job Description/Person Specification – Midday Supervisor

#### **Purpose of Role**

To work as part of a team monitoring pupil behaviour during the midday break.

#### **Responsibilities**

Key duties:

1. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2. Report incidents in line with school policy.

Individuals in this role may also undertake some or all of the following:

1. Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
2. Operate tills and take money / vouchers as meal payment.
3. Encourage pupils to select and eat healthy balanced meals
4. Clean up spillages of food or liquid during meal service.
5. Wipe down tables and clean dining areas between meals.
6. Undertake similar work at other times, such as before and after school.

#### **Knowledge, Skills and Experience**

Requires knowledge of school procedures for supervision of midday meals service and lunchtime activities.