

Job Description



Bishop's Tachbrook CE Primary School

Mid-day Supervisor

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details: Mid-day Supervisor

Job Title:	Mid Day Supervisor	JEID B	
Salary Grade:	MMS: £8.50-£8.62 per hour, 4 Hours per week.		
Organisation / School:	Bishop's Tachbrook CE Primary School		
Primary Location:	CV33 9RY		
Political Restriction	This position is not politically restricted.		
Responsible to:	Head Teacher		
Responsible for:	Safety and supervision of pupils during lunch hour		

Role Purpose

To implement the School Behaviour policy, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

Role Responsibilities

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.
- Ensure that pupils play together positively and co-operatively with good behaviour.
- In partnership with all other school staff, work proactively to safeguard and promote the welfare of children and young people.
- To actively promote the School's Equal Opportunities Policy and to observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To participate in Training and the Performance Management Systems in place and contribute to the identification of own team development needs.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Displays a commitment to safeguarding and promoting the welfare of pupils through day to day vigilance and a positive approach to working with children.	I, A
Upholds the School's Behaviour Policy, including treating pupils and adults with respect and consideration at all times.	A, I
Demonstrates the ability to work effectively with, and support, the kitchen staff to ensure a smooth and professional midday service.	I, A
Demonstrates initiative to organise and supervise activities or small games or physical activities for pupils in playground areas.	A, I
Ability to ensure that pupils play together positively and co-operatively with good behaviour by demonstrating the School's values.	I, A
To maintain confidentiality in all aspects of the work	I

Desirable (not essential) Criteria

Assessed By:

Previous experience of working with children	A
Paediatric First Aid Qualification	A

We are committed to promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding and expect all staff and volunteers to share this commitment. Those working in a regulated activity will be required to undertake an Enhanced Disclosure & Barring Service check with a Barred List check as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy. For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those marked x). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	x <input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	x <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching to assist pupils eating
<input type="checkbox"/> Rotating shift work	x <input type="checkbox"/> Manual cleaning of tables/ floor
<input type="checkbox"/> Working on/ or near a road	x <input type="checkbox"/> Regular work outdoors in all weathers
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	x <input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public