



www.swanlandschool.co.uk

Swanland Primary School (part of Edukos Trust)

Job Description – Midday Supervisor

The role involves:

- supervising the children at lunchtimes, both outside and in the classroom if the weather is poor;
- ensuring the children are playing safely;
- having a clear understanding of safeguarding responsibilities;
- dealing with minor first aid and referring more serious issues on to the Senior Supervisor as necessary;
- monitoring lunchtimes in the dining hall; assisting the children with their meals if necessary; keeping the area safe, clean and free from spills; helping to clear the area at the end of service (this may involve some bending, lifting and sweeping);

Uniform and basic health & safety/safeguarding training will be provided.

Person Specification – Midday Supervisor

	Essential	Desirable
Qualifications	None required	Current first aid qualification Any formal qualification related to the care of children
Experience	Experience supervising children as a parent/carer	Experience of working with groups of children on a voluntary or paid basis
Knowledge and Understanding	Managing the behaviour of children	Child development and social interaction Knowledge of safeguarding within an educational environment
Skills and Abilities	To inspire trust and confidence in children To encourage high standards of pupil behaviour To recognise behaviour giving cause for concern and inform teaching staff To respect confidential information To work as part of a group and individually To be able to deal with physical aspects of the role	Formal training in safeguarding responsibilities within an educational environment
Personal Characteristics	Calm, caring empathetic, patient Enjoy working with children	–

Edukos Trust and Swanland Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The suitability of all prospective employees/volunteers will be assessed during the recruitment process in line with this commitment. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Please see our Child Protection and other Policies on our school website by following [this link](#). Please note, online searches may be done as part of due diligence checks.