Maryport Church of England Primary School

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Headteacher Mrs J Ormond

‘Learn, achieve, shine’

**MIDDAY SUPERVISOR PCD3 (Grade 3)**

Purpose

* To ensure the safety, general welfare and conduct of pupils during the midday break period.
* Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.
* To organise playground games and activities for pupils during lunchtimes.

Key responsibilities

* To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
* To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
* To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
* To maintain good order in dining areas.
* To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
* To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
* To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
* To assist in the setting up and removal of furniture where necessary.
* To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
* To report any unauthorised visitors on school premises.
* To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
* To set out equipment for playground games and activities, including during indoor playtimes
* To instruct pupils in how to play a broad range of playtime games and activities
* To initiate games and participate in order to model appropriate play
* To enthuse pupils and actively encourage participation
* To encourage pupils to develop good teamwork, communication and social skills
* To promote the health benefits of an active lifestyle
* To be able to uphold the high standards of discipline in keeping with school policy
* To ensure equipment is correctly stored in the playground store

Post-holder to be supervised by the head or other member of staff nominated by the head.

Staff Management Responsibilities

* Contributing to team-working.

Resources Responsible for

* Games equipment such as balls and hoops.

Job Working Circumstances

1. Emotional Demands - 1
2. Physical Demands - 1
3. Working Conditions - 1