

BLAENAU GWENT COUNTY BOROUGH COUNCIL

Job Description

Midday Supervisor

JOB TITLE:	Midday Supervisor
RESPONSIBLE TO:	Headteacher or nominated Deputy
SALARY/WAGES:	Grade 1 commencing on £6.45 per hour
HOURS OF WORK:	Daily hours of duty = the school's lunch break
CONDITIONS:	NJC
JOB PURPOSE:	To ensure adequate supervision of pupils during the lunch break with particular emphasis on the points listed below.
MAIN TASKS:	<ol style="list-style-type: none">1. Assistance with children in preparing for dinner.2. Assistance in supervising entry and dismissal from the dining room.3. Assistance in supervision of the dining room involving:<ol style="list-style-type: none">a. Encouragement of good behaviour;b. Correct use of cutlery and assistance where necessary;c. Encouragement of good food habits and avoidance of waste;d. Dealing with spillages or accidents requiring immediate attention;4. Assistance to Senior Supervisor and Teaching staff in post-dining supervision in school and the playground.5. In addition to the above, the Senior Supervisor will organise the duties of the other Supervisors and exercise responsibility for the welfare and behaviour of pupils throughout the lunch period.
ADDITIONAL INFORMATION:	<ul style="list-style-type: none">* Protective clothing will be issued by the Education Committee;* Persons appointed will not normally be required to serve meals.