# Bury_Council_Logo_NEW

# JOB DESCRIPTION

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| Post Title: MIDDAY SUPERVISOR (PRIMARY) | |
| Department: CHILDREN’S SERVICES | Establishment/Post No: |
| Division/Section: SCHOOLS | Post Grade: 3 |
| Location: Millwood School | Post Hours: 8.75 |
| Special Conditions of Service: | |
| Purpose and Objectives of Post:  To secure the safety, welfare and good conduct of pupils during the mid-day break period. | |
| Accountable to: The Governing Body, Head Teacher | |
| Immediately Responsible to: | |
| Immediately Responsible for: | |
| Relationships: (Internal and External)  Governors, Head Teacher, staff, pupils. | |
| Control of Resources: | |

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| Duties/Responsibilities:  To supervise young children with additional needs during the lunchtime period.  To follow feeding plans and personal care plans as appropriate.  To supervise the children in the dinner queue or deliver meals to classes.  To supervise and control the behaviour of pupils whilst they eat their meals and in the playground.  To lead and supervise play activities for children  To wipe spillages on the floor and tables incurred during the meal.  Be aware of emergency procedures eg. fire drill and know what action to take.  Supervise children in designated areas other than the playground during bad weather.  Report all accidents and incidents to the designated member of staff as required by the school.  To follow all school policies, procedures and risk assessments including safeguarding and COVID.  Ensure the safety, welfare and good conduct of pupils at all times.  . | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service) | | |
| Job Description prepared by: | Sign: A Morley | Date: march 07 |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |

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