



Marple Hall School

**POST TITLE: Break and Midday Supervisor**

Hourly rate £12.35, permanent, term time only,  
20 hours per week, 9.30 am to 1.30 pm on Monday  
and 10.00 am to 2.00 pm Tuesday – Friday

**POST REPORTS TO:** Estates and Facilities Manager

**POST RESPONSIBLE FOR:** The post has no responsibility for staff

**MAIN PURPOSE OF THE JOB**

To supervise students during lunch break, ensuring students are safe and behave appropriately.

**DUTIES**

- Be responsible for the safety, welfare and conduct of students and of others on the site during the lunch break
- Deal with any problems that arise or refer to a senior member of staff if necessary
- Ensure good order and discipline in line with the policies of the school, reinforcing acceptable behaviour in non-structured situations
- Ensure students queue in an orderly manner and show respect for their peers
- Clean down tables following breaks and lunch
- Attend to minor accidents during the break
- Liaise effectively and professionally with staff, teachers and parents as required
- Attend training as required

**GENERAL**

- To have due regard for data protection, confidentiality and health & safety policies.
- To undertake appropriate training as required.
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher.

**CONTACTS**

Regular: Teaching Staff, Support Staff and Students.

**HEALTH AND SAFETY**

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Bronze

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IN PEOPLE



We're working  
towards Artsmark  
Awarded by Arts  
Council England



The Marple Hall  
Spirit

*Our Community — Our Future*

**A place of excellence where learners are proud of their school and confident of success**

Headteacher  
Mr J. E. Barker

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