



Job description: Midday supervisor

Moulton CEVC Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

At Moulton CEVC Primary School, we believe that everyone is of equal importance in the sight of God. We recognise the uniqueness of every individual and the contribution that each individual brings to our school community. We guide our children and families to value themselves, and to see the importance of valuing and helping others, underpinned by the biblical narrative, **'You shall love your neighbour as yourself.'** - **Matthew 22:39.**

In our school, everybody has the right to learn; everybody has the right to be happy; and everybody has the right to feel safe in our distinctly Christian environment.

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils in the lunch area, playground and classrooms (for wet play)
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider (first aid training is provided)
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils

- Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Support and encourage children to tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with undesirable behaviour

Play

- Organise play activities to encourage pupils to play and make use of play equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities
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Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Be vigilant to pupils' behaviour and interactions, remaining alert to any signs of bullying, child-on-child abuse, harassment, intimidation, discrimination or other inappropriate behaviour.
- Be particularly alert to any behaviour that may indicate physical, verbal or sexual abuse between pupils, including inappropriate sexualised language or behaviour, and report concerns promptly to the designated safeguarding lead or another appropriate member of staff.
- Take immediate action in line with school procedures if a pupil discloses a safeguarding concern, ensuring that the pupil is listened to calmly and safely and that the concern is reported promptly to the appropriate member of staff.
- Remain alert to changes in pupils' behaviour, presentation or emotional wellbeing that may indicate a safeguarding concern, particularly where these are unusual or out of character.
- Maintain appropriate professional boundaries with pupils and follow the school's safeguarding, behaviour and supervision procedures at all times.
- Understand and follow the school's safeguarding procedures, including those relating to child-on-child abuse, bullying, online harms and pupils who may be particularly vulnerable.
- Attend safeguarding training and briefings as required and remain familiar with the school's safeguarding policy and procedures.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a midday supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• First aid training (or willingness to complete it)
Experience	• Working with children or young people • Working and collaborating within a team
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	• A cheerful and encouraging manner • Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Maintain confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Updated: October 2026

Next review: Autumn 2027