



THORNTREE SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

MIDDAY SUPERVISOR

Amended September 2025

JOB DESCRIPTION

PURPOSE OF JOB

As part of a team of Midday Supervisors, to be responsible for the supervision and direction of pupils in and around the playground and school buildings during the mid-day break. To be responsible for ensuring that pupils experience a fun, positive and safe midday environment.

ROLES AND RESPONSIBILITIES

- Supervision and direction of pupils during the mid-day break, in the dining areas, around the school premises and in play areas.
- Delivering age-appropriate lunchtime activities and experiences
- Educational instruction and/or coaching (where needed) to help pupils to build and maintain positive relationships
- Assist with maintaining the orderly arrangements of pupils when taking school meals or packed lunch and also when using the buildings and play areas.
- Supervision of children during their lunchtime meal.
- Assist children whilst they are being served and are eating their meals where necessary – provide help with collecting meals from the hotplate, clearing away used plates and cutlery, and with the cutting of food.
- To see that passageways between tables remain clear and to remove any spilled food or water to enable safe movement around the dinner hall.
- Ensure there are sufficient clean places at tables for each sitting.
- Initiate, and organise equipment for playground games. Ensure that any equipment used is returned each day in good condition.
- Dealing with incidents of disruptive behavior, referring matters to the Headteacher when necessary.
- Providing first aid to pupils who have been injured and following procedures around notifying parents.
- Work alongside others to ensure all areas of the playground are safe and supervised at all times.
- Exercise due care and attention regarding the safeguarding and health and safety of the children at all times.