



Chalfont St Giles Village School

Headteacher: Mr A Haywood
Website: www.csgvillageschool.org

Midday Supervisor

JOB DESCRIPTION

Service Area: Chalfont St Giles Infant School & Nursery

11.45am – 1.30pm - Monday to Friday

Responsible To: Headteacher

Primary Purpose: To assist with the smooth service of the school lunch time ensuring all children are cared for, nurtured and all staff and pupils have a positive break time experience.

General Supervision

1. Supervise all pupils remaining on the school premises during the lunchtime period, in the school buildings, Memorial Hall and school grounds.
2. Supervise all pupils before, during and after eating their lunches.
3. Assisting with arranging tables and seating prior to lunch service and put away after service
4. Ensure adequate supervision in the toilets during and after lunch.
5. Organise and supervise suitable activities during wet playtimes.
6. Inform the class teacher or Deputy Headteacher of any problems occurring during the lunchtime period.
7. Inform the School Office of any personal absences well in advance so that alternative cover can be arranged.
8. Be seen as being part of the whole school team, playing a supportive and positive role in all school activities.
9. Enjoy yourself and lead play to encourage positive playtimes.

Health and Safety

1. Ensure the Health & Safety of all pupils during the lunchtime period and assume pastoral responsibility.
2. Follow all requirements as set out in the School Code of Conduct and Child Protection Policies.
3. Administer First Aid where required. Ensure any treatment and accidents are recorded in the accident books. Each child will also receive an accident slip signed, dated and giving brief details of the injury.
4. Inform the class teacher or Deputy Headteacher of any children who have problems during the

lunch period, (e.g. lack of food, too much food and constant lack of appetite).

Behaviour Policy

1. Follow the whole school behaviour policy.
2. Encourage good manners at all times, (excuse me Mrs., please, thank you, holding the door open etc.)
3. Help develop attitudes of care, control and co-operation.
4. Delegate responsibilities to the children.
5. Ensure equal opportunities.
6. Deal with minor discipline problems, giving the children a chance to explain their behaviour.

This job description will be subject to regular review and the School reserves the right to amend or add to the duties listed.

