



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

**Joyfully, unique in Jesus' family, we learn to use our special gifts
to love, serve and make the world a better place**

Job Description Midday Supervisor

1. Job Purpose & Objectives

The post holder will be responsible for supervising pupils during the lunch break and maintaining a safe, secure, clean and hygienic environment in which to eat food for the children, staff and visitors at all times.

2. Main Duties & Responsibilities

- Put up tables and chairs and clean as necessary.
- Ensure drinking water is provided and assist younger children as necessary.
- Ensure pupils have clean hands before eating.
- Encourage good table manners and orderly behaviour in accordance with the school Behaviour policy.
- Clear up food or drink spillages or sickness as and when they occur.
- Clean tables and chairs at the end of the lunch period and return all equipment to the designated areas.
- Wash/sweep/vacuum floor area and dispose of rubbish.
- Clean toilets and cloakrooms should sickness/accidents occur.
- Attend to minor accidents, report and record incidents/accidents. Arrange for first aid to be provided as necessary.
- Ensure pupils do not leave the premises without permission and challenge any unknown persons on site.
- Undertake playground duties to supervise pupils or, during inclement weather, within the designated areas.
- The post holder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

3. Supervisory / Managerial responsibility

Not Applicable

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of Business Unit.