



MARKEATON PRIMARY SCHOOL
BROMLEY STREET
DERBY
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Headteacher: Mr. I. Johnson (Hons) NPQH

September 2025

JOB DESCRIPTION

RELIEF MIDDAY SUPERVISOR

RESPONSIBLE TO: Midday Team Leader
School Business Manager
Headteacher

LIAISON WITH: Teaching and Support Staff
Parents

MAIN DUTIES AND RESPONSIBILITIES

The day-to-day supervision of the Midday Supervisors will be exercised by the Midday Team Leader. The duties will be as allocated by the Headteacher and will include:

- a. Responsibility to the Headteacher for the supervision of children throughout the midday break (i.e. the interval between the close of the morning school and the recommencement of school in the afternoon);
- b. Supervision and running of activities during the midday break, including setting out and storing equipment; to talk and listen to the children and encourage independent skills and good manners; to have a good manner with the children;
- c. Supervision of queues waiting to enter the Dining Hall;
- d. Supervision of the Dining Hall and dealing with and/or reporting any unruly behaviour to the Midday Team Leader; cleaning up spillages of food or drink during meal service; working as part of a team with the other Midday Supervisors and the kitchen staff;
- e. Supervision of all areas, both inside and outside, where pupils congregate during lunchtime;
- f. Checking to see that all pupils return to the classroom;
- g. Leaving the Dining Hall in a tidy condition; wiping down tables and helping clear the dining hall after meals;
- h. Carrying out any other instructions given by the Headteacher reasonably falling within the scope of the post.

QUALITIES REQUIRED

Must like the company of children, must be able to relate to them easily, be trusted by them, talk to them easily, organise games and activities as necessary.

Have an even temperament and a cheery disposition, and not get rattled by minor matters.

Have a knowledge of Basic First Aid (qualification preferred) and t.l.c.
Scratches, scrapes, bumps, bruises - not faint at the sight of blood (nosebleed, etc.)

Know what to do in an emergency/serious injury

Keep cool and calm in a crisis - serious injury to a child - child goes missing - intruder on premises - irate parent to remonstrate with own child, other child or with Supervisor - attempted abduction of child.

Must not be squeamish - change clothing of child who has had toilet accident or vomited.

Be physically fit - on feet for an hour and a quarter, moving about inside or outside.

Able to deal with large groups of children, and inspire their trust in you.

Know acceptable behaviour standards required of children

Be friendly but firm, fair and consistent in dealings with children - stop potentially dangerous or undesirable games and activities - make sure children move about building and site safely - especially on stairs and by doors.

Encourage good table manners and proper use of cutlery

Help children to queue in an orderly manner.

Know: dry day routine - outside

wet day routine - inside

emergency evacuation procedure

accident/serious incident procedure

Be punctual.

Be helpful, loyal, supportive and discreet - never make derogatory comments about the children or school.

Encourage hygiene, etiquette, good conduct.

THE PARAMOUNT CONSIDERATION IS THE SAFETY OF THE CHILDREN ON THE PREMISES

Please note: holidays may not be taken in term time without permission from the Headteacher.
Holiday pay is included within the salary of Relief employees.