Midday Supervisor Farnham Common Infant School

Salary: Bucks Pay Scale 1A £12.77 per hour - £24,630 FTE

Hours: Monday to Friday, 12pm-1pm, term time only

Contract type: Permanent

Reporting to: Assistant Head Teacher

Start date: 4th January 2027

Application deadline: 4th December 2026

Job description:

Main purpose

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

Duties and responsibilities

Supervision

- Supervise pupils in 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

- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages
- Set up toys/games outside to keep children engaged

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
- 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
- Make sure children 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 challenging 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

Safeguarding

- Report any concerns about children to one of the schools designated safeguarding leads (e.g. changes in behaviour, disclosures made, unexplained marks/bruises noticed when giving first aid)

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 this)
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	• Commitment to supporting and understanding pupil needs • Uphold and promote the ethos and values of the school • Commitment to safeguarding, equality, diversity and inclusion
Safeguarding	• Undertake school training for safeguarding • Commitment to support children emotionally • Be observant to changes in children's behaviour/presentation • Maintain confidentiality at all times

Notes:
This job description may be amended at any time in consultation with the postholder.