



# Merridale Primary School

Aspen Way Wolverhampton WV3 0UP  
Telephone: 01902 558760  
E Mail: [office@merridaleprimary.co.uk](mailto:office@merridaleprimary.co.uk)  
Headteacher: Mrs Laura Towle  
[www.merridaleprimary.co.uk](http://www.merridaleprimary.co.uk)

Our Ref: LT/JH

Date: Wednesday 5<sup>th</sup> October 2022

Dear Parents/Carers,

**VACANCY – MIDDAY SUPERVISOR REQUIRED FOR AS SOON AS POSSIBLE**

Hours: 6.25 hours per week – Monday to Friday 12.15pm – 1.30pm (term time only)

Required for: As soon as possible

Salary – Grade 2 points 1-3: Actual salary £2,650.13 – £2,730.22 per year

We have a vacancy for an enthusiastic, hard-working and flexible midday supervisor to join the lunchtime team at Merridale Primary School.

The role will involve:

- Supervising and interacting with children during their lunch time.
- Preparing and cleaning the dining hall for lunchtime, including setting out tables
- Sweeping, cleaning and putting away tables after lunch

Experience of working with children is desired but not essential as training will be given.

We are seeking an individual who demonstrates enthusiasm, care and commitment, with a view to providing a, safe, engaging lunchtime experience for our pupils. You must be able to communicate effectively with children and staff.

Please see the following pages for job description and person specification. To apply, please contact the school office for an application form. Closing date: Friday 14<sup>th</sup> October.

**Merridale Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment and the successful candidate will need an enhanced Disclosure and Barring Service (DBS) check, evidence of right to work in the UK and two satisfactory references.**

Yours sincerely

Mrs L Towle  
Headteacher



<b>Job Title:</b>	Midday Supervisor
<b>Job Purpose:</b>	To work under the instruction and guidance of senior midday supervisor to supervise children at lunchtime, looking after their welfare.
<b>Reports To:</b>	Senior Midday Supervisor/Headteacher
<b>Main contacts:</b>	Senior Midday supervisor, Headteacher, Senior leaders and school staff

**Supervision and control of pupils when eating:**

- Supervising pupils in the dining areas, or other parts of the school premises, ensuring good standards of behaviour are maintained
- Assisting with associated ancillary duties (e.g. ensuring tables are clean, cleaning up spillages, etc)
- Assist/supervise pupils with their general hygiene requirements (hand washing, toileting) prior to entering the dining room
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner
- Dealing with and reporting first aid incidents and recording as appropriate

**Supervision and control of pupils in the playground and about school premises:**

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Playground supervision; including organising and playing games with the pupils
- Dealing with and reporting first aid incidents and recording as appropriate
- Managing pupils behaviour in line with school policy, recording and reporting any incidents to the class teacher, senior lunchtime supervisor, head teacher depending upon the severity of the incident
- Working in collaboration with other lunchtime supervisors to support all children in a safe environment
- Monitoring pupils well being, being aware of changes in friendships and supporting socialising and play
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities

**Safeguarding Children**

- To have due regard for safeguarding and promotion the welfare of children and young people and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of

- children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
  - To adhere to the ethos of the school:
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff training as required

**Post Designation: Midday Supervisor**

Job Purpose and Role: To work under the instruction and guidance of senior midday supervisor to supervise children at lunchtime, looking after their welfare.

<b>Factors</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Qualifications		Previous experience as a lunchtime supervisor
Training	A willingness to undertake training	An understanding of safeguarding and food hygiene
Experience		Experience of working with children
Knowledge & Skills		Previous experience of working and playing with children
Personal Qualities	Good communication skills Ability to work under the direction of the senior midday supervisor Well organised Willing to take responsibility Ability to learn from others and experiences Child-centred Enthusiastic team approach Ability to relate to a wide range of people – children and adults Ability to promote the child centred ethos within the schools.	Adaptable and versatile approach. Flexibility Sense of humour
Interests/ Motivation relevant to the job	Interested in working with children and helping them achieve their full potential.	Interested in a career working with children

Commitment	Should have a commitment to: <ul data-bbox="511 126 998 535" style="list-style-type: none"><li>• Children of Merridale Primary School</li><li>• The aims and ethos of the school</li><li>• Continuing the process of raising standards</li><li>• Helping children of all abilities to reach their full potential</li><li>• Working in a multicultural school with a genuine commitment to equal opportunities</li></ul>	
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