HOWE GREEN HOUSE
BISHOP'S STORTFORD

# Job description: Midday supervisor

Howe Green House School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Salary:** £12.71

**Hours:** 10 hours per week (11:45am to 1:45pm)

**Start Date:** ASAP

**End Date:** 11th December 2026

**Contract type:** Part-Time and Temporary until 11th December 2026 (with potential to be extended)

**Reporting to: Operations Officer**

## Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break 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

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

### 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

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

## 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 it) |
| **Experience** | • Working with children or young people<br>• Working and collaborating within a team |
| **Skills and knowledge** | • Ability to respond quickly and effectively to issues that arise<br>• Ability to use own initiative and take action accordingly<br>• Effective communication with adults and children<br>• Ability to follow instructions from senior team members<br>• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies<br>• Ability to build effective working relationships with colleagues |
| **Personal qualities** | • Commitment to supporting and understanding pupil needs<br>• Uphold and promote the ethos and values of the school<br>• Maintain confidentiality at all times<br>• Commitment to safeguarding, equality, diversity and inclusion |

## Notes:

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

If you don't have all of the experience listed above but are interested in applying, contact Emily Brown on emily.b@howegreenhouse.org

**Last review date:** September 2026