



Job Description for Midday Supervisor (Outdoor) Fixed-Term

Job Profile: Midday Supervisor

Grade: SB1

Responsible to: Office Manager

Hours: Term-time only pro-rata

- **Position 1:** Reception (FS2) Playground/School hall 12:00 - 1:05 pm Monday - Friday
- **Position 2:** Key Stage 2 Playground 12:15 - 1:30 pm Monday - Wednesday

Contract: Fixed-term September to end of school year 2026-2027 in the first instance. The contract is a Catholic Education Service (CES) contract and is subject to the CES employment regulations.

Main Purpose of the Role

To supervise and support pupils during lunchtime play and dining, ensuring their safety, wellbeing, and positive behaviour in line with the school's mission:
"Loving, serving and growing together with Jesus".

Key Responsibilities

- Supervise children outdoors during lunch playtime, promoting safe and positive play
- Monitor and support positive pupil behaviour, intervening to resolve conflicts and encourage inclusion
- Occasionally supervise and support children in the dining hall, assisting younger children as needed
- Encourage good table manners and safe eating practices
- Administer basic first-aid to minor injuries (training provided or required)
- Maintain accurate records of incidents and accidents, reporting concerns to senior staff promptly
- Foster an inclusive, welcoming environment for all children, supporting their emotional and social development
- Work flexibly with diverse age groups within the primary school setting
- Uphold and support the ethos and mission of the school at all times

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- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Read, understand and comply with the Staff Handbook.
- Participate in training and other learning activities and performance development, including safeguarding, food hygiene and first aid certificate, as required.

This job description is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. This does not form part of your contract of employment.

St. Bernadette's is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment to follow the school's child protection policy and procedures and to behave appropriately towards children at all times, both in their work and personal lives. All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS check.

June 2026

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