



Butlers Court School

Midday Supervisor Job Description

Butlers Court 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:	BP 1A £24,630 per annum, pro rata (Actual Salary: £5,504 pa)
Hours:	11:45 am – 1:45pm (10hrs per week) Monday to Friday, term time only
Contract type:	Permanent
Reporting to:	Headteacher
Start Date:	Immediate start available (subject to checks)
Closing Date:	Friday 5 th June 2026
Interviews:	w/c 8 th June 2026

Main purpose

A midday supervisor will be part of a team that is responsible for supervising pupils during the lunchtime break period to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Duties and responsibilities

Supervision

- Supervise pupils 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.
- To supervise the eating of lunch, maintain discipline, maintain the use of cutlery and encourage pupils to consume their meal without wasting time.
- To supervise, when necessary, the returning, scraping and stacking of plates.
- In the event of any spillage, to take necessary action immediately to avoid possible accidents.
- To ensure that, when classrooms are used, there should be no time when the pupils either in classrooms or the playground are unsupervised.
- In the event of any sickness of the pupils, clean the pupil and the furnishings and refer the pupil to the Pupil & Welfare Administrator.
- In the event of any injuries to the pupil, treat them if they are minor ones (e.g. small cuts on the knees resulting from a fall in the playground) Serious injuries must be reported to the Pupil & Welfare Administrator.
- To undertake such other duties as may be allocated by the Headteacher or appropriate representative of the Headteacher.

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
- Feed back 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
- Follow 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
- Help to resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain on the school premises during the lunchtime 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.