



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Midday Supervisor
POST NUMBER	:	MDS1
DEPARTMENT/DIRECTORATE	:	Learning and Development
DIVISION/SECTION	:	Schools
LOCATION	:	Gwenfo Church in Wales Primary School
POST GRADE	:	Grade 2
RESPONSIBLE TO	:	Miss N A Starke
RESPONSIBLE FOR	:	
LIAISON	:	Miss N A Starke
MAJOR PURPOSE OF POST	:	To assist in the smooth running of lunch times at the school.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- **Engaging with pupils in a range of activities over the lunchtime period. Playground duties, as well as wet play classroom and dining hall supervision.**
- **Liaising with staff**
- **Working 5 days a week – 11.40 -1:00pm**
- **Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures**

- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.