



Midday Supervisor

Mulberry Wood Wharf Primary

Job Description



Job Description

Job Title: Midday Supervisor

Reports to: Headteacher

Salary scale: NJC SCALE 1A2 (2-3)

Work Pattern: Term time only

Hours of Work: 12.00pm – 1.30pm, Monday to Friday (flexibility on days available)

Duration: Permanent

About the Role

This is a midday supervisor role supporting the pupils at Mulberry Wood Wharf Primary.

The purpose of the job is to be responsible for the supervision and control of the pupils at lunchtimes.

Key Accountabilities, Duties and Responsibilities

The successful candidate will be responsible for the supervision and control of the pupils at lunchtimes.

This will mean ensuring the orderly conduct of pupils taking their school meal and their movement in and around the school building and ensuring that lunchtime is a safe and happy for all children.

The post holder is expected to be sensitive to the needs and expectations of the local community.

Main Responsibilities:

- To be a positive role model for the pupils
- To supervise pupils in the dinner hall, about the school premises and in the playground
- To ensure that the school's Positive Behaviour policy is followed
- To work as part of a team
- To ensure that the playground and dining hall are safe places to be
- To encourage children to be active in the playground by leading games sessions
- To encourage children to eat healthily
- To demonstrate support of the Trust policies on Equal Opportunities

Other Specific Duties

- To participate in professional development relevant to the role
- To engage actively in the support staff appraisal review process

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation.

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust.
- Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;

Person Specification

- An ability to relate to pupils and deal with them patiently, firmly and in a good, humoured manner.
- An understanding of the importance of lunchtime as a social and educational opportunity
- Know how to work co-operatively as part of a team
- To have an understanding of how to play a range of games and organise activities that will enthuse and motivate pupils
- To be willing to undertake professional development in order to carry out the job to a high standard.
- To be aware of health and safety issues as they apply to this role
- To have an understanding of equal opportunities and how they apply to the role
- To be a First Aider or be willing to be trained

Personal Attributes

- Presents a positive role model in carrying out duties and when representing the school.
- Commitment always to act with integrity, honesty, loyalty, and fairness
- Values the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning
- Warmth and enthusiasm, with an ambitious approach to promoting children's wellbeing
- A desire to learn and participate in appropriate training

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.

This job description and person specification is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder.

How to apply?

You will need to complete an application form explaining why you are the perfect person for this rare and exciting opportunity. Please be aware that we can't accept any CVs for this post.

Please contact Nazma Khatun on admin@mulberrywoodwharf.org and an application form will be emailed to you.

Closing Date: Friday 7th November 2025

Interview Date: w/c 10th November 2025

Start Date: ASAP

Confirmation

I can confirm that I have read and accept my job description and person specification:	
Post Title:	Midday Supervisor
Full Name:	
Faculty/Department:	Mulberry Wood Wharf Primary
Signed:	
Date:	