

## **Heron Hill Primary School**

### **Relief Mid-day Supervisor**

### **Required as soon as possible**

#### **Duties and Main Conditions of Service**

Assistant Mid-day Supervisors are responsible to the Mid-day Supervisor and the Headteacher.

The duties include:

- To help prepare children for the meal time (eg supervise the washing of hands etc).
- To escort children between the playground or fields and the hall.
- To assist during the meal as required, cleaning up tables, supporting pupils etc.
- To help to teach children in table manners, collecting cutlery and clearing plates etc.
- To support and supervise children in the playground or on the fields.
- To help facilitate play and positive social interactions between pupils.
- To be able to deal with minor accidents and incidents, referring to trained First Aiders as needed.
- To be aware of fire drill and other health and safety procedures.
- To undertake training as required.
- To support the school values of 'respect, relationships and responsibility, and expectations of high standards of behaviour at all times.

**Conditions:** To work 1¼ hours per session (over the lunchtime period from 11.50 am–1.05 pm) as needed. Relief MDS will be contacted in the morning or in advance if possible. Often cover will be needed at short notice for staff who are absent due to sickness or other reasons. The hourly rate is £12.00 including supplement – pay award pending. Other conditions as prescribed by Westmorland and Furness Council.

Heron Hill Primary School is committed to the principles of safer recruitment, safeguarding and promoting the welfare of all children. This post is subject to an Enhanced DBS Check and excellent employment and character references.