



JOB DESCRIPTION

JOB TITLE	Mid-Day Supervisor
WORKING PATTERN	2 hours per day 12.15pm until 2.15pm (Monday to Friday) 10 hours per week, 39 weeks per year term-time
SALARY POINT	Kent Scheme KSA £6164.67 pa (£26,168 pa full time equivalent)
LIASION WITH	Cook in Charge and the Senior Leadership Team.
LOCATION	Grange Park School, Malthouse Road, Stansted, Kent, TN15 7PH
DATE:	September 2026

JOB PURPOSE:

As part of the structured team providing additional lunchtime care for children; supervise the pupils during the mealtime period to minimise any disruption, ensuring their wellbeing and maintain their safety.

5 KEY AREAS OF RESPONSIBILITIES:

1. Core Duties & Responsibilities

- To start duty promptly at 12.15pm.
- To work under the Cook in Charge and being responsible for children's safety and wellbeing at all times during the lunchtime.
- To supervise children's admission to the Dining Room and seating.
- To encourage children to eat their meals and report to the teacher if children repeatedly do not eat their meals.
- To supervise behaviour of children in the Dining Room so that they eat in a reasonable and sensible fashion.
- To clear up breakages or spillages immediately they occur and to make sure that any food is picked up immediately if likely to cause a hazard.
- To supervise playground behaviour and to make sure that supervision is spread sufficiently around the building to cover areas where bad behaviour can easily take place.

- To undertake annual training on child protection and to refer any concern regarding children's safeguarding to the Designated Safeguard Lead
2. Support for the School
- Participating in relevant training to ensure own continuing professional development
3. Professional Collaboration and Liaison
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
 - Maintain high levels of professional conduct at all times
 - Undertake any reasonable requests as negotiated with the line manager.
 - Support the ethos and aims of Grange Park School.
4. Maintaining Pupil Well-being
- Promote positive behaviour patterns, raise self-esteem
5. Statutory Responsibilities
- Following Health and Safety requirements and initiatives as directed.
 - Ensuring compliance with Data Protection legislation
 - The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
 - To be flexible and carry out any such other duties as may be reasonably be required by the Headteacher / SLT
 - At all times operating within the schools Equality policies
 - Commitment and contribution to improving standards for pupils as appropriate
 - Contributing to the maintenance of a caring and stimulating environment for young people.

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.