



West Park

'ring school where we put pupils and their achievement first'

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Duties of a Breaktime Supervisor

The duties of a Breaktime Supervisor will include:

- a) Responsibility to the Headteacher for the supervision of children throughout the two breaks.
- b) Supervision of queues waiting to enter the dining room and at serving points throughout the school.
- c) Supervision of the dining areas and reporting any unruly behaviour to the appropriate senior member of staff.
- d) Supervision of all areas both inside and outside where pupils congregate during lunchtime.
- e) Supervising the orderly entrance of pupils into school after morning break and at the beginning of the afternoon session.
- f) Supervising the normal exit routes of the school and checking that any pupil leaving the premises has the appropriate pass.
- g) Leaving the dining area in a clean and tidy condition (i.e. wiping down tables and chairs, clearing away unwanted food items, etc).
- h) Carrying out light cleaning duties as directed by the Senior Midday Supervisor and Site Manager throughout the site.
- i) To have an awareness of first aid (training provided) and administer emergency first aid if necessary.
- j) Carrying out any other instructions given by the Headteacher or other senior member of staff reasonably falling within the purview of the post.