CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Midday Supervisor (Primary)**
Position Number:	**SSE0075**
JE Code:	**SCH13**
Service:	**Schools**
Location/Work Base:	**St-Michaels CiW Primary School**

(this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified)

Grade:	**Grade 3** **Point 3 to Point 4** **£25,614 to £26,016 per annum pro rata** **£13.27 to £13.48 per hour**

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour

Contracted hours:	**5 hours, Permanent**
Reporting to:	**Headteacher and Governing Body**
Responsible for:	**None**

Summary

Your responsibilities will be:

1. Supervise and ensure the safety and well being of pupils during the lunchtime period.

2. Works under the general direction of the Senior Midday Supervisor or other designated person in charge.

3. **Responsibility for others:** The post has some impact on the well being of individuals or groups (i.e. physical, mental, social, health and safety). This may include meeting toileting needs e.g. changing nappies/ pads and associated moving/handling. Following appropriate training could involve administration of medication, use of EpiPen, etc.

4. **Responsibility for staff:** The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

5. **Responsibility for financial resources:** The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

6. **Responsibility for physical resources:** The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment.

7. **Typical Tasks and Duties**
    - Supervise toileting and washroom activity.
    - Escort children to and from dining room.
    - Supervise collection of meals and assist with use of cutlery.
    - Assist pupils when returning used plates, trays, cutlery, glasses/beakers and clearing tables.
    - Supervise pupils eating food brought from home and ensure packed lunch equipment is cleared away.
    - Supervise classroom and outside activities, encouraging inclusion.
    - Ensure orderly return to classroom.
    - Attend to minor accidents or to pupils who become ill.
    - Report to Senior Midday Supervisor or other designated person in charge if accident occurs or if pupil falls ill and record accidents in the accident book in consultation with Senior Midday Supervisor or other designated person in charge.
    - Monitor pupil behaviour, intervening as necessary in accordance with behaviour policy.
    - Report to Senior Midday Supervisor or other designated person in charge any breaches of school rules/incidents with children (completing incident form as necessary and in consultation with Senior Midday Supervisor or other designated person in charge)

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions.

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Personal Qualities

Essential

- Be able to understand, comply and work within policies: e.g. school behaviour policy, child protection policy, health and safety, equality policies, confidentiality and other school rules

Skills

Essential

- Literacy skills to be able to understand school policies and complete accident book.

Other Requirements

Essential

- Be aware of cultural differences

Welsh language skills are desirable

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples

- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 27/11/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 01/12/2026.

We wish you luck with your application.