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| **Job Holder:**  **Job Title: Midday Meals Supervisor**  **Salary: Kent Range 2**  **Responsible to: Business Manager**  **Contractual Hours: 6.25 hours per week term time only** |

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| 1. **PURPOSE OF JOB**   Supervise the pupils during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety. |

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| 1. **DIMENSIONS**   **No Budget**  **No Subordinates:** |

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| 1. **PRINCIPAL ACCOUNTABILITIES:**   Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.  Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.  Assist the pupils, as necessary, during the meal break to ensure their wellbeing.  Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable.  Ensure once meals are finished that the dining area is wiped down etc., and is left in a clean and tidy manner to maintain a clean and tidy environment.  Patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.  Operate, where applicable, a first aid service, during the mealtime to deal with any accidents that occur safely and quickly. |

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| **NECESSARY EXPERIENCE**.    Some experience of dealing with children would be desirable. |

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| **SCOPE FOR IMPACT**  Maintain orderly lunchtime and discipline. |

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| **SAFEGUARDING**  The school is committed to the safeguarding of children; all employees will receive training on Child  Protection and need to have read the Child Protection Policy.  **HEALTH SAFETY**  To take delegated responsibility for the implementation of the Act in the area where they work as outlined  In The schools Health& Safety Policy. |

Agreed By ........................................................................................ Date....................................

Job Title

Agreed By .......................................................................................... Date.....................................

Headteacher