

# Sudbourne Primary School

Acting Headteacher: Sophia Henderson  
Hayter Road, London SW2 5AP  
www.sudbourne.com

tel: 020 7274 7631  
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admin@sudbourne.com

## JOB DESCRIPTION

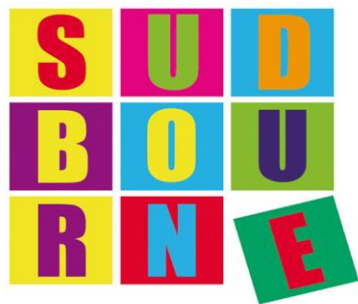
<b>Job Title</b>	Midday Meal Supervisor	<b>Grade</b>	2/3
<b>Team</b>	Support	<b>Spinal Point</b>	10 - 14
<b>Reports to</b>	Senior Midday Supervisor	<b>Direct Reports</b>	0

### Job Purpose

As part of a team of Midday Meal Supervisors, to be responsible for the supervision and control of pupils in a given area of the school during the midday break. Depending on the allocated area of the school, duties may include responsibility for the orderly conduct of pupils taking the school meal, managing pupils in the classroom or working in the school playground to develop safe and appropriate play activities.

### Roles & Responsibilities

- Calm but firm supervision and control of pupils during the midday break, in the dining areas, about the school premises and in play areas.
- Assisting and directing pupils in the dining areas and elsewhere, dealing with any incidents of inappropriate behaviour in a manner appropriate to the ethos of our school and referring matters to the Senior Midday Meal Supervisor when necessary.
- Actively supporting pupils in play activities which encourage the development of good social skills.
- Being sensitive to the needs of individual children.
- Attending to basic first aid needs of pupils (training will be provided).
- At all times being aware of and abiding by relevant school policies such as the health and safety, school safeguarding policy, behaviour management policy and staff code of conduct.
- Showing a willingness to undertake training sessions as and when required by the school leadership team.



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Personal Specification			
	Essential	Desirable	Assessed
1. Ability to understand and apply instructions from the Senior Supervisor in respect of the supervision and organisation of pupils during the midday break.	x		A, I
2. Ability to relate to pupils, to deal with them patiently, firmly and with a good- humoured manner.	x		A, I
3. Understanding of the importance of the school meal and the midday break as a social and educational occasion.	x		A, I
4. Ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.	x		A, I
5. Ability to judge when advice/assistance is needed to meet a pupil's needs.	x		A, I
6. Ability to react calmly and quickly in an emergency.	x		A, I
7. To have an understanding of the Authority's policies on health and safety, equal opportunities and anti-racism, and of the school's policies on appropriate pupil/adult behaviour.	x		A, I
A = Application; I = Interview; T = Test			

## FREE MEAL

A free meal is provided for Midday Meal Supervisors, provided they are in school by 11.45 am. If attendance is not punctual, or the meals arrive late in school, the meal must be taken after duty, i.e. at 1.30 pm.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

