

Job Description

Midday Meal Supervisor



Date	September 2025	Salary Grade	£5339.10
Accountable to	Principal	Weeks per year	Term time only
In liaison with	SLT	Timing	Mon-Fri 11:30-13:30

General Requirements: We are seeking a reliable, caring and proactive Midday Meals Supervisor to join our dedicated team at Canary Wharf College Glenworth. This role plays a vital part in ensuring our pupils enjoy a safe, calm and pleasant lunchtime experience.

Specific Requirements: You will be responsible for setting up and packing down the school hall for lunch, supervising pupils, and helping to maintain a clean, orderly environment. You will also support positive behaviour, encourage healthy eating, and assist with transitions to and from lunchtime play, including escorting children to the park when appropriate.

Purpose of the Post

1. Prepare the lunch hall by setting up tables, benches, and equipment.
2. Clear away and clean the hall after lunch, including sweeping floors and wiping down tables.
3. Supervise pupils during their meals, encouraging good manners and social interaction.
4. Monitor behaviour and address minor incidents in line with the school's behaviour policy.
5. Provide first-line pastoral care and alert relevant staff to any concerns.
6. Escort and supervise pupils during park play sessions, ensuring safety and inclusion.
7. Assist in maintaining a safe, clean, and positive lunchtime environment.
8. Work closely with other midday supervisors and school staff to ensure consistent routines.

We Are Looking For Someone Who:

- Is calm, patient and approachable with a warm manner.
- Is confident managing groups of children and promoting positive behaviour.
- Is physically able to move tables and equipment and carry out light cleaning duties.
- Has a good understanding of safeguarding and the importance of pupil wellbeing.
- Works well as part of a team and communicates effectively with adults and children.
- Physically able to walk to the local park and back to support the smooth running of park play

In Return We Offer:

- A friendly and inclusive school environment.
- Support from a committed and welcoming team.
- Relevant training, including behaviour management and safeguarding.
- The opportunity to make a meaningful difference to pupils each day.

Signed _____

Date _____



Canary Wharf College Glenworth

