JOB DESCRIPTION

GRADE: Scale point 10

DESIGNATION: Mid-day Meal supervisor

Purpose of job

As part of a team of Midday Supervisors to be responsible for the supervision of pupils in a given area of the school during the midday break. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal and/or that of pupils in and around the school buildings during the midday break.

Specifically

1. To support the welfare, health and safety of pupils at designated times.
2. To promote and foster good relationships between pupils.
3. To challenge inappropriate behavior and to provide pupils with boundaries of acceptable behavior.
4. To identify any causes of concern displayed by pupils and to report these to the Senior Midday Meal Supervisor, teacher or Head of School where appropriate.
5. To arrange for first aid to be administered.
6. To oversee the cleanliness of dining areas, e.g. clean up spillages and ensuring eating areas are hygienic.
7. Assisting and directing pupils in the dining areas and elsewhere, dealing with behavior incidents and referring matters to the Senior Supervisor when necessary.
8. Assisting as directed with the maintenance of orderly arrangements both for the taking of the school meal and the use of the buildings and other areas by pupils.
9. Assisting as directed with arrangements for the administration of the taking of the school meal and supporting the school's policies regarding school meals provision
10. Checking the register of meals for packed lunches and hot meals.

Designation of post to which post holder normally reports:

Senior Midday Supervisor/Head of school



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St Alfege with St Peter's is a registered charity: XR23375