



Midday Meals Supervisor

Reports to: Office Manager

Hours: 5 days a weeks, 10 hours a week. Initially 11:45-13:45, subject to change. To start on as soon as possible

Salary: Scale 1 point 10 (Approximately £10.90 per hour)

Main purpose of the Job:

To be responsible for the safety, welfare and supervision of pupils during lunchtime, organising games and activities and ensuring that equipment associated with lunchtimes is organised effectively. Depending on the area of the school allocated, duties may include responsibility for the orderly conduct of pupils taking the school meal, assisting them with meals/drinks in the lunch hall, some cleaning duties, and/or the supervision of pupils in and around the playground and/or school buildings during the lunch break.

Job Description

- To supervise and manage the children during lunchtime in the playground, dining areas and around the school premises.
- To ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities.
- To be responsible for the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota.

General Duties:

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- Reporting to SLT or senior midday meals supervisor any serious incident occurring during the midday break.
- Securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the LA.
- Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (e.g. cleaning up spillages, ensuring tables are clean etc.)
- Assisting the children with their meals and drinks during lunchtime.
- Cleaning duties.
- To work as part of a team



- To encourage pupils to be independent in clearing away after a meal and to teach the pupils to keep the floor area clean.
- To establish positive relationships with pupils and interact with them according to individual needs.
- To promote inclusion and acceptance.
- To ensure that pupils are dressed appropriately for the weather during play times.
- To communicate any general concerns to the Classroom Teacher at the end of lunch time.
- To contribute to the overall ethos, work and aims of the school.

Other General Requirements:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- Enhanced DBS check
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.

PERSON SPECIFICATION

Mid-day Supervisor

	Essential	Desirable
Experience	Experience of working with, or caring for pupils of relevant age.	
Knowledge	An understanding of relevant policies, legislation and codes of practice, eg. child protection, health and safety etc. An understanding of child development and learning.	Able to communicate in an additional language. Current First Aiders' certificate/training.



<p>Skills</p>	<p>Maintains a professional and friendly outlook and approach to work during busy times.</p> <p>Able to deal with difficult situations in a calm and professional manner.</p> <p>Able to convey information clearly and accurately.</p> <p>Able to provide contingency plans to address the unexpected.</p> <p>Demonstrates clear and logical thinking in working through problems.</p> <p>Possesses confidence in dealing with young people, maintaining discipline, motivation and ensuring the well-being of children</p> <p>Able to work effectively and efficiently within a busy and hectic environment.</p> <p>Able to handle people at a variety of levels with politeness, sensitivity, tact and with a respect for confidentiality.</p> <p>Able and willing to work in a flexible manner.</p>	
<p>Accountability and Freedom to Act</p>	<p>Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.</p>	
<p>Other</p>	<p>Displays and maintains a high standard of personal hygiene.</p> <p>Willingness to participate in development and training opportunities.</p> <p>Fit and able to carry out the duties of the role.</p>	