



Job Description

Title: Grade: Actual Pay: Weeks: Reports to	Lunchtime Supervisor Salary Grade Pay Scale 1/2, Scale Point 2-4 £3,490- £3,589 + annual retention payment 5 hours per week 38 weeks/year (term time pupil attendance days only) Lead Meal Supervisor
Main Purpose of Post: <ul style="list-style-type: none">To supervise students at break and lunch times	
Job Description:	
To be responsible for the general supervision of students at:- Lunchtime between 12.30 p.m. – 1.30 p.m. <ul style="list-style-type: none">To supervise, assist and direct students in the dining hall and on the school site, deal with unsocial behaviour of students and encourage good behaviourTo report to the main reception or first aid officer if any student is hurt or taken ill.To encourage students to use bins provided.To clear away uneaten food and packaging where necessary in the canteen and the school site.To take part in appropriate review meetings.To ensure that the site is safe and report any potential hazard to an appropriate member of staff at the end of each session. Person Specification <ul style="list-style-type: none">Experience of working with students and young peopleThe ability to relate well to both adults and childrenProven ability to work as part of a teamGood attendanceCommitment to the school and its aims	

**Departmental information**

The catering department consists of a catering manager, kitchen staff and meal supervisors, one of which is a senior supervisor.

The catering department offers two services of food and drink to all pupils and staff every day, one at break time and one at lunch. They have a three-week menu on rotation which meets the government guidelines on delivering food in schools, consisting of healthy food choices at break and a hot meal on offer every day at lunchtime.

The meal and lunch supervisors liaise with the catering staff in managing the dining hall during these times, ensuring the needs of all pupils are met and making it a positive dining experience.