**MIDDAY MEALS SUPERVISOR** – JOB DESCRIPTION

**Start date:**  6th September 2017 **Salary:** Scale 2 spine point 11-13 Dependent on experience and qualifications

**Actual salary:**  £2,364 - £2,444 Dependent on experience and qualifications

**Purpose of the Post**

You will be responsible for the supervision and control of pupils in the dining area and also potentially in the playground during the lunchtime meal break. Duties will include responsibility for the orderly conduct of pupils taking the school meal and that of pupils in and around the school buildings during the midday break. You may be required to lead structured active play and support independent play on occasion. Previous experience, paid or unpaid, of working with children and knowledge of basic first aid would be advantageous.

**Duties**

* To supervise and control pupils during the midday break, in the dining hall, about the school premises and in play areas.
* To assist and direct pupils in the dining areas and elsewhere, dealing with behavioural incidents and referring matters to a member of teaching staff when necessary.
* To assist as directed with the maintenance of orderly arrangements both for taking of the school meal and the use of buildings and other areas by pupils.
* To assist as directed with arrangements for the administration of the taking of the school meal, including assisting with preparing the hall for the midday mean, e.g. setting out tables, and to support the school’s policies regarding school meals provision, e.g. Healthy Eating Policy.
* At all times to carry out responsibilities/duties with due regard to the school’s equal opportunities employment policy, and other relevant school policies.
* Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
* Leading and supporting play activities.