



Sheddingdean Community Primary School

Petworth Drive

Burgess Hill

West Sussex RH15 8JT

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website: www.sheddingdeanschool.org.uk

Headteacher: Ms Yasmin Ashraf

Telephone: 01444 246532

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Mid-day Meals Supervisor: Job Description

Responsible to: The Business Manager and/or the Headteacher

Duties are as follows:

1. Check notices on the MMS notice boards and with the Business Manager and ensure that all communications to MMS are read and followed.
2. In the absence of the Business Manager, liaise with office staff over organisational problems.
3. Collect first aid bags and bands, and report for duty to the hall.
4. Supervise the children as they sit at the table eating their lunch, ensuring standards of behaviour are maintained.
5. Help any child who is in difficulty e.g. by opening a packet or their drink or cutting up food.
6. Wipe tables and chairs clean at the end of each sitting, assist with any spillages and begin to help stacking chairs in the hall.
7. Manage the behaviour of the children, in line with the Behaviour Policy, in the hall, playground or in the classroom.
8. Ensure that the school's policy on supervision is adhered to, especially regarding the safe practices of working with children.
9. Ensure that any concerns relating to Child Protection are passed onto the Child Protection officer (Headteacher or Assistant Headteacher).
10. Encourage and supervise the children to play sensibly together and with the equipment provided by the school. No balls to be brought from home.
11. Deal with and record any incidents of behaviour which directly contravene the school rules, including names of children involved.
12. Keep the children out of classrooms and toilets when they should be outside.
13. Administer first-aid, in line with the First Aid Policy, as necessary and record all accidents in the Accident Book, unless medical attention is required from office staff, e.g. head injuries.
14. Ensure that no children are left unsupervised and that they are handed over at the end of your duty to a teacher.
15. Liaise with the classteacher as necessary. Photocopy entry in behaviour log and hand to classteacher as required.
16. Ensure that school security regulations are upheld.

Where agreed:

- Prepare and clear tables and chairs for lunchtime.

November 2015





Burgess Hill
Schools' Council
West Sussex County Council