

St. Peter's C.E. Primary School

Job Description

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MIDDAY MEALS SUPERVISOR

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

Job Purpose

To ensure the safety, welfare and good conduct of pupils during lunchtimes, in accordance with the practices and procedures of the Local Authority and school.

To work under the direction of the Headteacher, or their designated officer, and Senior Midday Meal Supervisor to promote healthy eating, active and positive lunchtimes for all pupils

Areas of Responsibility and Key Tasks

The general duties attached to this post are as follows:

- Supervise pupils during the lunch break both within the school dining areas and on the school site, giving careful attention to pupil safety and actively encouraging play
- Talk and play with the pupils whenever possible during the lunch time break building positive relationships built upon respect
- Monitor and encourage positive behaviour following the school's behaviour policy and working within the guidelines
- Deal with any challenging behaviour and to report to the Senior Staff or the Headteacher.
- Ensure correct procedures for First Aid are carried out
- Report any serious accidents immediately to the Senior Staff or the Headteacher and ensure the correct procedures are carried out

a) Support in the Dining Hall

- Prepare the school hall for lunchtimes, including setting up tables and chairs, and clearing away at the end of the lunch period ensuring the hall is left safe for curriculum use
- Provide appropriate support to any child whilst eating e.g. opening packets, encouraging healthy eating
- Undertake any duties in the dining areas which encourage healthy eating and enhance the smooth running of lunchtimes

b) Support in the Playground & Classrooms

- Be familiar with Playground Guidelines (displayed clearly at the end of the playground) and ensure they are followed at all times
- Be responsible for the safety of pupils ensuring they do not stay alone in classrooms and only visit toilet with permission
- Be familiar with the activities allowed on the playground and in the classrooms during wet lunchtimes.
- Ensure that classrooms are tidied to a satisfactory standard at the end of wet lunchtimes

c) Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding such as child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Carry out any other duties during the lunch break as may be reasonably allocated by the Senior Midday Meal Supervisor or Headteacher to meet the changing needs of the school
- Be prepared to attend any relevant training organised by the school and attend termly Midday Meal Supervisors Meetings. (This will be paid as extra)
- Maintain working relationships with other practitioners and professionals.
- Contribute to the overall ethos, work and aims of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.