



Job Description

Midday Meals Supervisor

This job description may be amended at any time following discussion between the Headteacher and a member of staff and will be reviewed annually.

Accountable to: Headteacher, Deputy Headteachers, and School Business Manager.

Your **Terms and Conditions of Service** are those which are set out in your contract of employment.

Job purpose

A midday supervisor will be part of a team that is responsible for supervising pupils and the school's premises during the midday break to ensure that the break runs effectively and that the safety and welfare of pupils is maintained.

Context of Role:

- Supervise pupils in the lunch area, playground and classrooms
- Encourage pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher
- Helping to transport pupils between the school building and dining hall
- Leading the cleaning and clearing of eating areas after lunchtime, including the staff room.
- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with allergy/medical/dietary needs
- Promote the school's policy around healthy eating to pupils

- Feed back concerns relating to pupils' health and safety to a senior member of staff



Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Safeguarding

- Make sure pupils remain on the school premises during the midday break
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report any safeguarding concerns to one of the school's DSLs.

Supporting the school community

- Promoting positive attitudes
- Observing confidentiality at all times
- Familiarising yourself with and reinforcing school policies and procedures

General

- Attending appropriate training
- Any other reasonable request of the Headteacher

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

By carrying out these duties to the best of your ability you will be supporting the ethos of this school.



The school will:

- Provide a calm working environment
- Support your training requirements
- Arrange for a mentor to support your induction period