



CAGE GREEN PRIMARY SCHOOL

AND THE PHOENIX CENTRE FOR AUTISM

JOB DESCRIPTION – MIDDAY MEALS SUPERVISOR

Duties and responsibilities

The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the lunch break, including areas where the children wait or queue for their meal. A good standard of behaviour is expected and it is important that this is maintained throughout the lunch time period which should be a pleasant experience for all concerned.

The Midday Meals Supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind, must show conduct which earns respect and must see that the children behave at all times.

To support and contribute to the school's responsibility for safeguarding children.

Supervision of Dining Areas

- *Set up the tables at the beginning of the lunch sessions, ensuring sufficient water and cups are on each clean table.*
- *Manage the queues to the dining areas, ensuring children remain as quiet and calm as possible.*
- *Ensure the overall arrangement for children to dine promotes an orderly and pleasant meals service.*
- *See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush are readily accessible.*
- *See that trays are not left in dangerous positions, and are cleaned where necessary.*
- *To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.*
- *Encourage the pupils to leave the table clean.*
- *Ensure the dining areas are left clean and tidy.*
- *Aim to clear all dining areas of pupils, the tables are cleaned and returned to the dining room and the halls are fully swept, every day where possible, by 1.25 pm.*

Supervision of Outside Dining Areas

- *Arrange your supervision so you move around amongst the children within the area you are covering.*
- *Ensure acceptable standards of behaviour are maintained (become familiar with the School's Behaviour Policy).*
- *Once lunch has been eaten engage with the children in activities which promote healthy and active lifestyles.*
- *Regularly rotate activities on offer to the children.*

- *Promote the inclusion of all pupils.*

Training

- *Participate in appropriate school based meetings and training activities.*
- *Review and develop own professional practice by attending relevant courses and provide feedback to colleagues.*

General

- *Supervise children throughout the mid-day break (i.e. the interval between the close of morning school and recommencement of school in the afternoon) and for an additional 25 minutes before or after the lunch time break.*
- *Ensure all pupils return to their classroom at the end of lunchtime.*
- *To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.*
- *Contribute to the overall ethos, aims and work of the school.*
- *To understand and comply with the school's and local authority Child Protection Policy and Guidelines.*
- *Maintain confidentiality at all times and observe Data Protection Guidelines.*
- *Understand and comply with the school's Equal Opportunities Policy.*
- *Understand and comply with the school's Behaviour Policy.*
- *To understand and comply with the school's Health and Safety Policy.*
- *Ensure the health, safety and welfare of pupils is maintained at all times.*
- *Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.*
- *Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.*
- *Carrying out any other instructions given by the Headteacher reasonably falling within the remit of the post.*