

# Job Description

**Greensand Support Staff Salary****Scale:** 1**Contract type:** Part time, permanent, term time**Reporting to:** Senior Midday Meals Supervisor, SLT

## Midday Meal Supervisor

**Job Purpose**

To work as part of a team with the Midday Meal Supervisors and school staff to facilitate the smooth running of the lunch service, supervise children and support and promote positive play activities.

**Key Accountabilities**

- To work as part of a team with the Midday Meals Supervisors and school staff.
- To help set out tables and chairs before and after lunch, and clean the hall.
- To deal with confidential information they have access to in an appropriate manner.
- To support and promote positive play activities.

Work with the children to fulfil this role:

- Supervision of children during lunch break inside or outside according to weather, during meals and on the playgrounds and school field.
- To assist the headteacher in the care and welfare of all pupils during the lunch period.
- To supervise children's behaviour in accordance with the school's behaviour policy.
- Supervise children to ensure their health and safety at all times.
- To communicate with colleagues any issues that are important that may have occurred at lunchtime.
- To approach any adult seen in the school grounds who you do not know.
- Encourage the children to play together, to include each other and to support them in playing their games.

**Person Specification:**

Knowledge, Skills and Experience:

- Experience of supervising children, in a relevant setting at an appropriate level
- Experience of working to policies and procedures, and aware of procedures relating to Child Protection
- Awareness of behaviour management strategies, and have a commitment to helping attain high standards of pupil behaviour
- Experience of First Aid

#### Interpersonal and Communication Skills:

- Able to form positive working relationships with children and adults
- Able to demonstrate and apply problem solving
- Willingness to engage with the whole school community
- Have suitable team working skill

#### Notes:

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 the headteacher to undertake work of a similar level that is not specified in this description.