



## **Stopsley High School Job Description**

**Post:** Mealtime Supervisor

**Reports to:** Senior Mealtime Supervisor

**Grade:** Scale Point 1b

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to the Barred list and Enhanced Disclosure checks (DBS).

### **Purpose of Job**

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- To provide high quality supervision of students at breaks and lunchtimes, so that all students are safe and happy.

### **Main Duties and Responsibilities**

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- To work as part of a team in liaison and co-operation with teachers, support staff, other mealtime supervisors, kitchen staff, parents and governors.
- To ensure good order is maintained at all times.
- Responsible for securing the safety, welfare and good conduct of the students during the break and lunch time throughout the year (term time) and in all weathers
- To encourage inclusion in playground activities and social groups.
- Responsible for designated areas in the Duty Rota. These areas may include any, or all, parts of the school – both inside and outside – as appropriate
- Responsible in conjunction with caretaking and kitchen staff, for clearing up any areas as may be necessary e.g. spillages, trays etc
- Responsible for ensuring those students clear away plates, crockery and cutlery at the end of each meal
- Responsible for ensuring students respect the school's anti-litter policy

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- Responsible for ensuring students behaviour appropriately according to the guidance in the Positive Behaviour Policy
- Responsible for referring and logging serious incidents to staff on call
- To attend courses when required.

### **Promotion of school**

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
- To promote, advocate and follow all **school policies**

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### **General**

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to mealtime supervision procedures. Only significant additional duties or responsibilities as required by the Headteacher/SLT will render the grade of the post liable for re-evaluation.
- Much of the work undertaken within the school/department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
- The post holder must be aware of and understand the school's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must be aware of and understand the school's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies

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**Stopsley High School – Person Specification**  
**Post: Mealtime Supervisor**

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
<b>Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• A good level of literacy and numeracy sufficient to fulfil the duties of the post.</li> </ul>	√	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a successful team</li> <li>• Experience of working with children and young people</li> <li>• Experience of working in a school</li> </ul>	√ √	√
<b>Aptitudes and skills</b>	<ul style="list-style-type: none"> <li>• Reliability</li> <li>• A flexible approach to work</li> <li>• Able to communicate effectively with both staff and students</li> <li>• Ability to manage student behaviour</li> <li>• The ability to understand and follow instructions</li> <li>• Demonstrate a positive attitude to the students and to treat them with dignity and respect</li> <li>• To be able to carry out all duties to a very high standard with a desire to make break and lunchtimes an enjoyable and socially rewarding experience, while maintaining order and calm.</li> </ul>	√ √ √ √ √ √ √	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• To work flexibly and share workloads</li> <li>• Able to deal with physical demands of the role</li> <li>• Ability to remain calm when under pressure and employ tact and diplomacy in all situations</li> <li>• To present oneself in a professional way that is consistent with the values and expectations of the school</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>	√ √ √ √ √	
<b>Safeguarding children</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• This post allows substantial access to children; candidates are required to comply with school procedures in relation to DBS checks. If</li> </ul>	√	

	candidates are successful in their application prior to taking up post, an enhanced DBS check will be required.	✓	
<b>Specific Information related to the post</b>	<ul style="list-style-type: none"> <li>• 15.42 hours per week/ term time only</li> <li>• 9.50am-11.05am</li> <li>• 11.40am-1.30pm</li> </ul> <p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview</p>		