

Job Description and Person Specification **for Midday Meals Supervisor**

Job Description

Duties include responsibility for the good behaviour of the pupils in the Dining Room, around the school building and in the playground.

1. To use the time from 12.00pm – 1.30pm constructively and for the benefit of the school as directed by the Senior Leadership Group.
2. Be familiar with the fire drill procedure.
3. Assist children in their choice of lunch and other needs the children may have during lunchtime.
4. Promote healthy living in eating and appropriate table manners including teaching the correct use of cutlery.
5. Ensure that all casualties are dealt with appropriately or that advice is sought from qualified First Aiders.
6. Ensure that all bells/whistles are sounded promptly at the correct time.
7. Undertake supervision of all children during wet playtimes;

Of paramount importance is the recognition of the importance of school lunch break as a time of calm social interaction and to devise strategies to achieve this aim.

In the playground, the role of the Meals Supervisor is to maintain children's safety, encourage independence, promote suitable play and deal with issues as they arise in a transparently fair, and consistent manner in accordance with school policies.

Main Activities and Responsibilities

- Supervision and the management of pupils and Meals Supervisors during the midday break, in the Dining Area, about the school premises and in the playground.
- To provide an exemplar model to other members of the team using fair and consistent handling of the children in a calm and positive manner.

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- Ensure that Health and Safety practices and procedures affecting pupils are maintained during the Middy Break.

The above duties are not exhaustive, and the post holder will be expected to be flexible and to carry out other duties in exceptional circumstances in accordance with the needs of the children and school staff.

Person Specification

1. Desirable: previous experience of working with Primary aged children;
2. Good inter-personnel skills with both children and adults alike
3. The ability to work in a calm, organised and fair even when under pressure;
4. The ability to work as a member of a team;
5. Ability to demonstrate the skills needed to manage individuals, small and large groups of children;
6. The promotion and maintenance of a calm and positive lunchtime environment;
7. An understanding of Equal Opportunities and a commitment to its implementation in the school setting.