

St Mary's Island CE (Aided) Primary School

Job Description

Job Title: Midday Meal Supervisor

Reporting to: Deputy Headteacher

Salary: National NJC Point 3

Hours of Work: 7.5 hours per week

Purpose of the Role: To supervise, guide and support children during the midday break, ensuring their safety, welfare and good conduct. Working as part of a collaborative and welcoming staff team, you will help create a calm, positive and inclusive lunchtime experience for all pupils, both in the dining hall and on the playground.

Key Responsibilities

- Assist children with their meals, including helping younger children cut up food, open packets and encouraging healthy eating habits.
- Maintain a calm and positive atmosphere in the dining hall, supporting children to be seated appropriately and demonstrate good table manners.
- Undertake light cleaning duties, such as wiping down dining tables, clearing away trays and safely cleaning up immediate spills.
- Ensure smooth transitions for children entering and leaving the dining hall.
- Actively supervise children on the playground (or in classrooms during wet weather), ensuring their physical safety and emotional well-being at all times.
- Build strong, positive relationships with the children, acting as a friendly, approachable and supportive role model.
- Encourage and facilitate inclusive, active and cooperative play.
- Promote the school's inclusive 'can do' culture, ensuring all children feel valued and engaged during their break.
- Administer basic first aid for minor scrapes (if trained) or promptly refer incidents to the designated First Aider.

General Duties & Standards

- Maintain high expectations of pupil behaviour in line with the school's behaviour policy, championing the school's distinct Christian vision and values.
- Communicate effectively with class teachers or the Senior Leadership Team regarding any notable incidents, behavioural issues or welfare concerns.
- Work collaboratively as part of the wider school team, supporting colleagues and adapting to the daily needs of the school.

Person Specification

- **Experience:** Previous experience working with primary-aged or nursery children is desirable, though a genuine passion for supporting children is the most important quality.

- **Relationship Building:** Warm, patient and empathetic.
- **Communication:** Able to speak to children on their level while maintaining authority and respect.
- **Team Player:** A collaborative team member who is willing to share responsibilities and support colleagues.
- **Proactive & Vigilant:** Observant with a strong sense of responsibility for child safety and the ability to anticipate and diffuse potential issues.
- **Alignment with Ethos:** Supportive of the school's Christian ethos and commitment to providing a nurturing, ambitious environment where every child can thrive.

Safeguarding & Child Protection St Mary's Island CEVA School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.