



Job Description

Midday Meal Supervisor

Job Details

Salary: BPS 1a; Point 5

Hours: 10

Contract type 38 Weeks, Permanent

Reporting to: School Business Manager

Main Purpose

To work as part of a team assisting the Senior Leadership Team in securing the safety and welfare of pupils during the midday break. This will involve effective supervision of pupils in and about the playground and dining area in accordance with the general instructions of the Co-Headteachers.

Duties and Responsibilities

- Supervision and behaviour management of pupils in the playground and about other school premises, i.e. during wet lunchtimes.
- Supervision and behaviour management of pupils in the dining hall, including, where appropriate, assisting/supervising pupils with their general hygiene.
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground; ensuring good behaviour and calm atmosphere.
- Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Headteacher according to severity of incident. Incidents of note are recorded and staff alerted.
- Directing pupils to seats, deciding on seating arrangements, separating problem pupils where necessary.
- Encouraging pupils to eat (including those with packed lunches) especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Medical conditions are outlined to Midday Meal Supervisors.
- Assisting pupils with cutting up food, pouring liquids etc. where necessary.
- Encouraging social skills and good table manners, ensuring safety with knives and forks.
- Ensuring pupils tidy/clear up in a satisfactory manner.
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- Dealing with any 'body spillages' in the dining hall in accordance with infection control procedures, ensure pupils are directed to the appointed First Aider if appropriate.
- Sharing responsibility with other Midday Meals Supervisor and/or Learning Support Assistants for the maintenance of order and discipline in the dining hall area.
- Ensuring pupils are adequately dressed for the prevailing weather conditions where necessary.
- Supervision and behaviour management of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation.
- Check on any strangers who may enter school premises in accordance with school guidelines, 'be observant of any loiterers and report to the Headteacher'.
- Participating in games on the playground.
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch period.

- Associated ancillary duties, including checking toilet areas regularly for signs of vandalism, blockage of toilets/wash basins and to ensure pupils are not loitering or playing in toilet areas.
- Report any damage or blockages.
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.
- Other duties of an appropriate level and nature will also be required.

First Aid

- To provide comfort and support to children and parents during periods of contact and to help promote a general feeling of well-being within the school.
- Assist children if they are unwell and supervise them whilst waiting for parents to collect them from school.
- Administer first aid and undertake necessary First Aid and Managing Medicines training.

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff.
- Participate in training and other learning activities and performance development as required.

Confidentiality

➤ Ensure confidentiality and privacy are of the utmost importance and daily practice adheres to this.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that the Midday Meal Supervisor will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Co-Headteachers

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: 06/10/2024

Next review date: 06/10/2026

Co-Headteacher/Line Manager's Signature: _____

Date: _____

Post holder's Signature: _____

Date: _____