



HCAT

School Meals Supervisory Assistant

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Job Description – School Meals Supervisory Assistant

Job Title:	School Meals Supervisory Assistant
Grade:	Grade 2
Responsible to:	Head of School
Date Agreed:	07.07.2026

Purpose of the Post:

To ensure a safe, inclusive and positive lunchtime experience for all pupils, supporting their wellbeing, behaviour, social development and enjoyment.

Playing a key role in promoting the trust's values by:

- Maintaining high expectations of behaviour and conduct.
- Supporting positive play, relationships and inclusion.
- Ensing the highest standards of safeguarding and supervision.

Duties and Responsibilities:

Safeguarding and Pupil Welfare (Priority Responsibility)

- Actively safeguard and promote the welfare of all pupils in line with DfE safeguarding guidance (Keeping Children Safe in Education).
- Maintain the appropriate vigilance and supervision of pupils to ensure their safety.
- Report concerns immediately in line with school safeguarding procedures.
- Promote a safe environment where pupils feel secure, respected and supported.

Supervision and Behaviour

- Supervise pupils in:
 - Dining areas
 - Playground and outdoor areas
 - Indoor spaces (as required)
- Apply the school's behaviour policy consistently and positively.
- Model and reinforce:
 - Respectful conduct
 - Good manners
 - Kind and inclusive interactions
- Use positive behaviour strategies to support pupils' self-regulation.

Play and Social Development

- Actively promote high-quality, structured and unstructured play opportunities
- Encourage:
 - Inclusive play
 - Physical activity
 - Social interaction and cooperation
- Support pupils in resolving low-level conflict appropriately.

Dining Supervision

- Support pupils while eating, including:
 - Encouraging independence.
 - Assisting younger pupils where needed.
- Promote good table manners and a calm eating environment.
- Monitor food safety and hygiene standards.

Health, Safety and First Aid

- Ensure all areas are safe, clean and fit for purpose.
- Deal promptly with spillages and health and safety hazards.
- Administer basic first aid where trained and appropriate.
- Follow all health & safety regulations and risk assessments provided.

Environment and Organisation

- Set up and clear away play equipment safely.
- Maintain tidiness of dining and play areas.
- Support efficient lunchtime routines.

Communication and Teamwork

- Work collaboratively with:
 - Teaching staff
 - Pastoral staff
 - Senior Leaders
- Share relevant information appropriately while maintaining confidentiality.
- Contribute to a consistent whole-school approach to behaviour and wellbeing.

Professional Responsibilities

- Attend training as required, including:
 - Safeguarding
 - Behaviour management
 - First aid (where applicable)
- Uphold the trust's values, policies and code of conduct.
- Always maintain confidentiality.

To undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the Head of School, Executive Leader or Trust leadership.

This job description is not exhaustive and may be reviewed and amended, in consultation with the postholder, to reflect changes in organisational requirements, statutory guidance or the strategic direction of the Trust.

Employee Specification – School Meals Supervisory Assistant

Criteria Number	Attributes	Criteria	How Identified	Rank
1	Experience	Experience of working with children.	Application Form / Interview	Essential
2		Experience in a school or childcare setting.	Application Form / Interview	Essential
3		Experience supporting positive behaviour and play.	Application Form / Interview	Desirable
4	Qualifications & Training	Willingness to undertake relevant training.	Application Form / Interview	Essential
5		Safeguarding training or willingness to complete.	Application Form / Interview	Essential
6		First aid training.	Application Form / Interview	Desirable
7	Knowledge	Understanding of safeguarding responsibilities (KCSIE).	Application Form / Interview	Essential
8		Awareness of behaviour management strategies.	Application Form / Interview	Desirable
9		Understanding of health & safety requirements.	Application Form / Interview	Essential
10	Skills	Ability to supervise and engage groups of pupils.	Application Form / Interview	Essential
11		Strong communication and interpersonal skills.	Application Form / Interview	Essential
12		Ability to work effectively as part of a team	Application Form / Interview	Essential
13		Ability to remain calm and respond appropriately under pressure.	Application Form / Interview	Essential
14	Personal Qualities	Reliable, punctual and professional attitude.	Application Form / Interview	Essential
15		Commitment to inclusion, equality and diversity.	Application Form / Interview	Essential
16	Compliance	Willingness to comply with Trust policies (safeguarding, health & safety and GDPR).	Application Form / Interview	Essential