



Job Description: Midday Meals Supervisor

Salary:

Kent Range 3 pro rata for 10 hours per week, term time (38 weeks) plus up to 5 additional day's staff training as required.

Accountability:

Reports to and is line managed by the Class Teacher and relevant Head of Department, and ultimately to the Headteacher.

Responsibilities:

To work under the direction of a teacher and/or Head of Department, and to work cooperatively with the staff team to help meet the learning, social and care needs of pupils in a named department over the lunch time period.

Qualifications:

All candidates must have high good standards of literacy and numeracy (i.e. GCSE Grade C or above) and will be required to either hold, or achieve a Level 1 Food Hygiene Certificate (training will be provided).

Duties:

- To prepare the eating area prior to the arrival of the pupils – as relevant putting up tables and chairs, ensuring clean surfaces, setting out appropriate cutlery, liquidising food and or cutting up food for pupils with special requirements.
- To ensure that the eating area is cleaned and cleared away after the midday meal – as relevant putting away tables and chairs, cleaning floors and surfaces.
- To be aware of the individual goals for each pupil in the group(s) relevant to the lunchtime period and help implement any relevant eating, drinking, care and/or behaviour programmes.
- If required, to be prepared to undertake training in feeding a named pupil by gastric tube, and, once confident, to feed a named pupil in this way.
- To organise and/or supervise play activities for individual or groups of pupils over the lunch break period.
- To attend to pupils' personal care needs.
- To attend to the general care and storage of school equipment.
- To take part in a staff induction training programme and pursue other training opportunities from time to time which are relevant to the post
- To take part in staff development days when required
- To take part in midday meals supervisor meetings and other occasional meetings held in usual working hours
- To contribute towards record-keeping as relevant to the lunch time period, eg in respect of toileting programmes, eating/drinking programmes, behaviour management, accident reporting and child protection
- To respect the confidential nature of information gained either verbally or in writing
- To abide by all school guidance and regulation particularly in respect of child protection, behaviour management, moving and handling and health, safety and hygiene.

