



**Job title: Midday Meals Supervisor**

**Salary: Kent Range 3**

**Hours: 11.40am to 1.50pm Mon to Fri (term-time only)**

**Main Purpose:**

Supervise pupils during the lunchtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

**Key duties and responsibilities:**

- Ensure that all children are supervised at all times
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing. This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs
- Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable
- Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment
- Ensure playtime activities are used effectively with the pupils; encouraging them positively in play
- Interact with the children encouraging their personal/social development through direction and participating in appropriate activities
- Initiate/supervise games/activities
- Ensure that all children line up in the playground or the hall in a quiet orderly fashion
- Operate a first aid service during the lunchtime to deal with any accidents that occur safely and quickly
- Challenge any strangers seen on the school site during lunch time
- Dress appropriately following the school dress code
- Demonstrate consistently high standards of personal and professional conduct
- Commit to improve your own practice through self-evaluation and awareness
- Proactively support and have proper and professional regard for the aims and ethos of the school.
- Comply with all school policies and procedures particularly relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

## **Notes**

Staff will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that Midday Meals Supervisors will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher / Leadership Team.